



Ref: Agenda/Council – 14/03/2023

9th March 2023

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 14th March 2023** at the **Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade** commencing at **7:00pm**, for the purpose of considering and recommending the business to be transacted as specified below.

Yours faithfully

A handwritten signature in black ink, appearing to read "Peter Tarrant".

Peter Tarrant
Town Clerk & Chief Executive

Distribution: All Town Councillors
Notice Boards
The Press

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://us06web.zoom.us/webinar/register/WN_XFD1Htx7QhK-FsYwQrO8Zg

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**

None.

6. **MEMBERS' QUESTIONS**

7. **MINUTES AND RECOMMENDATIONS OF MEETINGS**

- a. For Members to receive the minutes of the Town Council Meeting held on **Tuesday 28th February 2023** at 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 28th February 2023**.

9. **ITEMS FOR CONSIDERATION**

a. **Design Guide Topic Session**

For Members to receive and consider the two planning guidance documents on Design Guide and Housing Policy Technical Guidance Supplementary Planning Documents (SPD) which Officers are noting. These can be viewed and responded to by clicking the electronic link below:

<https://link.edgepilot.com/s/38061731/04xFCerQ5Eu1Ua7j0bktFA?u=https://www.centralbedfordshire.gov.uk/consultations>

Previously on Council Agenda 24/01/23.

b. **Land North of Lindsells Level Crossing Update**

For Members to receive and consider Central Bedfordshire Council's decision on Condition 3. The hyperlink (electronic copy) can be found by clicking the link below:

<http://cbstor.centralbedfordshire.gov.uk/publicportalviewer/publicViewer.html?caseID=CB/22/02881/DOC>

c. **Biggleswade Baptist Church Workshop Request**

For Members to receive and consider a letter from the Biggleswade Baptist Church.

d. **Biggleswade Substation**

For Members to receive and consider the correspondence.

e. **Anglian Water Proposed Works**

For Members to receive and consider the report by the Deputy Administration & HR Manager.

f. **Commemorative Plaques, Benches & Memorials Policy Update**

For Members to receive and consider a report from the Place Shaping Manager.

10. **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 on the Central Bedfordshire Council website. Click on the hyperlink (electronic copy) on the heading of each planning application listed below.

a. **CB/23/00464/FULL - 1 Rowletts View, Biggleswade, SG18 0FD**

First floor rear extension.

b. **CB/22/04939/ADV - 8 High Street, Biggleswade, SG18 0JL**

Advertisement: sign 1 - 1 x Internally illuminated fascia, sign 2 - 1 x internally illuminated fascia, sign 3 - 1 x internally illuminated fascia, sign 4 - 1 x IIPS wall mounted projection sign DS internally illuminated, sign 5 - 2 x Double sided illuminated poster display unit, sign 6 - 2 x window vinyls, sign 7 - 1 x window vinyl, 8 - 2 x window vinyls.

c. **CB/22/03466/ADV - 17 Market Square, Biggleswade, SG18 8AS**

Advertisement: Retrospective illuminated fascia sign and illuminated projecting sign.

d. **CB/23/00441/FULL - 27 Sun Street, Biggleswade, SG18 0BP**

Erection of 6'6" fence along the boundary of the property, where it meets the public footpath on both Sun Street and Fairfield Road.

e. **CB/23/00480/FULL - 220 London Road, Biggleswade, SG18 8PJ**

Proposed conversion of an existing bungalow with loft conversion to a two-storey house with loft conversion.

f. **CB/23/00691/TDM - Land adj to Furzenhall Road, Biggleswade, SG18 0ES**

Telecommunications Determination Masts: Installation of a 22.5 metres high monopole supporting 6no. antennas and 2no. 300mm dishes along with 4no. ground-based equipment cabinets within a 6m x 6m compound and development ancillary thereto.

g. **CB/TCA/23/00098 - 43 Shortmead Street, Biggleswade, SG18 0AT**

Works to a tree within a Conservation Area: Prune back overhanging branches of Willow tree.

11. **PLANNING APPLICATION OUTCOMES**

- a. A report of the Planning Application Outcomes (by exception applications only) as of **1st March 2023**.

12. **ACCOUNTS**

a. **Financial Administration**

- i. Balance sheet to 28/02/23
- ii. Detailed Income and Expenditure to 28/02/23
- iii. Payment Listing from 01/01/23 to 28/02/23
- iv. Summary Income and Expenditure to 28/02/23

13. ITEMS FOR INFORMATION

a. Contracts Database Update Report

For Members to receive a written report from the Head of Governance & Strategic Partnerships.

b. Internal Audit Interim Report

For Members to receive a written report from the Finance Manager.

c. Minutes of the Community Engagement Group

For Members to receive the minutes of the Community Engagement Group.

d. Minutes of the Allotment Meeting

For Members to receive the minutes of the Allotment Meeting.

e. Good Friday Parade

For Members to receive the correspondence from the Biggleswade Baptist Church.

f. Planning Application Potential Breach - CB/22/03012/FULL

For Members to receive the information regarding the planning application decision. The full documentation can be found by clicking the hyperlink (electronic copy) below:

<http://cbstor.centralbedfordshire.gov.uk/publicportalviewer/publicViewer.html?caseID=CB/22/03012/FULL>

g. Closed Bridleway Update

For Members to receive the information from Central Bedfordshire Council.

h. Bike Hire Update

For Members to receive an oral update from the Place Shaping Manager.

14. 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://us06web.zoom.us/webinar/register/WN_XFD1Htx7QhK-FsYwQrO8Zq

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**.

15. **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.

- a. (Energy Broker Advice).
- b. (Franklins Recreation Ground Vandalism).
- c. (Risk Framework Update Report).

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.



MINUTES OF THE BIGGLESWADE TOWN COUNCIL MEETING
HELD ON TUESDAY 28 FEBRUARY 2023
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 D Albone
Cllr I Bond
Cllr K Brown
Cllr M Foster
Cllr M Knight
Cllr M North
Cllr R Pullinger
Cllr H Ramsay
Cllr D Strachan
Cllr C Thomas
Cllr J Woodhead

Mr P Tarrant – Town Clerk & Chief Executive
Mr K Hosseini – Head of Governance & Strategic Partnerships
Ms F Gumush – Meetings Administrator

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.

1. APOLOGIES FOR ABSENCE

Cllr F Foster.

NO APOLOGIES FOR ABSENCE

Cllr L Fage.

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. Stotfold Civic Service

On Sunday 19th February, Cllr G Fage attended the Stotfold Civic Service hosted by the Mayor of Stotfold. Cllr G Fage noted that a 30-person strong rock choir entertained the attendants at the service which was an enjoyable occasion.

b. Leighton Linlade Civic Service

On Sunday 26th February, Cllr G Fage attended the Leighton Linlade Civic Service and noted that it was a good celebration of their community. The Mayor of Leighton Linlade presented awards to long standing members of the community.

c. Biggleswade Civic Service

Cllr G Fage reminded Members that on Sunday 12th March the Town Council will be hosting our Civic Service.

d. Willow Foundation

On Saturday 4th March, the Willow Foundation will have their official opening of their charity shop in Biggleswade Town Centre. Cllr G Fage noted that he will be cutting the ribbon.

4. PUBLIC OPEN SESSION

No member of the public wished to speak.

5. INVITED SPEAKER

No guest speaker was invited.

6. MEMBERS' QUESTIONS

Cllr Woodhead asked whether it would be possible to invite the Community Agent to a future meeting to discuss her work.

Cllr Russell indicated that since the Community Agent had been newly appointed it would be best to give her time to settle into the role before extending an invitation.

7. MINUTES AND RECOMMENDATIONS OF MEETINGS

Members noted that Cllr Bond's name was missing from the list of attendees for the meeting.

Cllr G Fage indicated that the second paragraph under Matters Arising, regarding the two exempt items, should be brought between Item 9 and Item 9a as an introduction.

Item 9d. The resolution should read 'to next working day', striking out the words '24-hour working day'.

Item 9f. To replace the word 'enforcement' with 'restrictions'.

Item 10 Planning Applications. Members indicated that the outcome for the planning applications did not need to include the standard wording which would be included in responses to the Planning Authority. The Council resolution would suffice.

Subject to these amendments the Minutes were **APPROVED** as an accurate record of the Town Council Meeting held on Tuesday 14th February.

8. MATTERS ARISING

Cllr Strachan asked about the outcome of the meeting invitation with regards to the Ivel Medical Centre and relevant stakeholders.

The Head of Governance & Strategic Partnerships responded that the Integrated Care Board and other relevant stakeholders had been contacted and Officers were waiting for a response to arrange a mutually suitable date and time for the meeting.

9. ITEMS FOR CONSIDERATION

a. Play Areas project – Franklins Recreation Ground Specifications

Members discussed the report by the Public Realm Manager.

Members asked whether it was possible to seek funding from Section 106.

Members also pointed out that the recommendation which proposes an indicative budget of £20,000 should clarify that the funds would come from the Public Works Loan Board.

Following discussions Members **RESOLVED** to:

- Accept the recommendations to deliver the proposed improvements to an indicative £20,000 budget.
- Continue discussions with BRCC to identify specific items covered by their £3,000 contribution.
- Fully explore the possibility of sourcing funding from S106 monies before drawing down on PWLB.
- Enhance the fencing as well as the gate around Mill Lane.
- Be cognisant of later discussions around security at Franklins when looking at a wildlife camera.
- Establishing a Working Group following the May Local Elections.

b. Change to Town Council Meeting Dates

Members discussed the report from the Head of Governance & Strategic Partnerships and noted that dates were missing for later Council meetings in September.

Members **AGREED** to:

- Note the recommended dates for the confirmed Biggleswade Joint Committee meetings.
- Change the 25th April 2023 Town Council meeting to a Planning Applications Meeting cognisant of election purdah.
- Move the Annual Statutory Council from 9th May to 16th May 2023.
- Add a Council meeting for 12th September 2023.
- Personnel Committee meeting scheduled for 12th September to move to 19th September 2023.

c. **CCTV Update**

Members discussed a recent response from Central Bedfordshire Council with regards to CCTV for Biggleswade and noted that the matter was recently discussed at the Town Centre Management Committee.

Members expressed their dissatisfaction with the response and noted that the Town Clerk & Chief Executive has regular meetings with the Director of Place and Communities at Central Bedfordshire Council.

Members **NOTED** that the Town Clerk & Chief Executive will brief Council Members following his next meeting.

10. **PLANNING APPLICATIONS**

a. **CB/TCA/22/00601 - 5 Mill Close, Biggleswade, SG18 8BQ**

The Town Council has **NO OBJECTION** to this application, subject to consultation with neighbours and consideration of their comments.

b. **CB/23/00446/FULL - 8 Chaucer Drive, Biggleswade, SG18 8QG**

The Town Council has **NO OBJECTION** to this application, subject to consultation with neighbours and consideration of their comments.

c. **CB/23/00235/FULL - 45 High Street, Biggleswade, SG18 0JF**

The Town Council has **NO OBJECTION** to this application, subject to consultation with neighbours and consideration of their comments.

d. **CB/22/04824/FULL - St Andrew's Church, Shortmead Street, Biggleswade**

The Town Council has **NO OBJECTION** to this application, subject to consultation with neighbours and consideration of their comments.

e. **CB/23/00405/FULL - Warehouse, Bonds Lane, Biggleswade, SG18 8AY**

The Town Council **OBJECTS** to this planning application on the grounds of insufficient parking and difficulty of access.

11. **PLANNING APPLICATION OUTCOMES**

This report was **NOTED**.

12. **ACCOUNTS**

a. **Financial Administration**

- i. Detailed Balance Sheet to 31/01/23.
- ii. Detailed Income and Expenditure by Committee 31/01/23.
- iii. Payment Listing from 01/01/23 to 31/01/23.
- iv. Summary Income and Expenditure to 31/01/23.

Members **ADOPTED** the January Accounts as laid out.

13. **ITEMS FOR INFORMATION**

a. **ASDA Car Parking Update.**

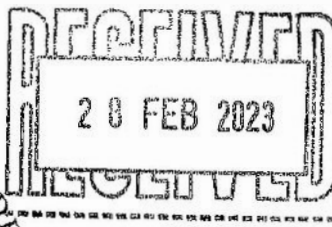
Cllr Russell noted that no formal response had been received to the latest letter sent to ASDA.

Members **AGREED** to bring the item back to the agenda if necessary.

14. **PUBLIC OPEN SESSION**

a. No one from the public wished to speak.

DRAFT



Town Clerk
Biggleswade Town Council
Old Court House
4 Saffron Road
Biggleswade
SG18 8DL

26th Feb 2023

Dear Peter,

We are currently applying to Central Bedfordshire Council for Planning approval and also a grant from the Wind Farm committee to enable the provision of a workshop shed (colloquially known as a mens shed) to replace the current temporary facility. Attached is a brief summary covering the background for information.

We would be most grateful if the Town Council were able to endorse these applications. Cllr Steven Watkins (CBC) has visited the current facility and has agreed to sponsor our application for a Wind Farm grant. We would be very pleased if Town Councillors also were able to visit and share our vision for this facility.

Treasurer, Biggleswade Baptist Church

The International organisation 'Men's Sheds' started in Australia in the 1990's with the realisation that many men were isolated and had very little opportunity for social interaction and craft activities. The concept was to provide a space to enable craft activities to be carried out but also a 'safe' place where it was 'OK not to be OK' and to be able to perhaps discuss problems whilst working side by side. The concept has grown significantly throughout the world and there are over 800 facilities in UK.

After visiting a local 'Men's Shed (Milton Keynes) open day around 2016, Biggleswade Baptist Church recognised a real need for a similar church-based facility to enable – mainly men- to carry out craft activities, primarily woodworking, and to be able to use equipment and resources that may help their wellbeing and which may not be available at home due to considerations of space and finance. It would also be a place for general conversation and well-being support and signposting.

The decision was made in late 2016 to start a church based Men's Shed but how and where to run it? By a generous gift of a second hand shed and various equipment donations the 'Shed' was launched in early 2017 and starting with an initial two guys made toys for a 'Toddlers Club' and 200 Kid's Holiday Bible Club kits along with their own wood work. Then the Covid epidemic restrictions significantly curtailed the work in the 'shed' but once restrictions were eased work re-started with more men wishing to join the 'Shed'.

Initially sessions were re-started on a Friday morning, this was limited by space considerations to a maximum of four visitors together with the volunteer overseeing the session. and with an increasing number of folks wishing to use the facilities an additional session has been introduced on Wednesday afternoons. Further interest has been seen from a number of younger people wishing to learn practical skills which were not available during their time at school and there is also interest from some women. Connections have also been made with the Social Prescribers working locally who have expressed a keen interest in enabling 'clients' to participate in creative activities in a supportive environment.

To cater for this growing interest and to facilitate better working space it is hoped to replace the existing small second-hand shed with a larger more substantial facility.

This is a Biggleswade community support facility offered by Biggleswade Baptist Church and it is anticipated that in addition to the current level of enquiries, the opening of the Grand Union facility on Sorrel Way with around 90 apartments there may be a number of folks who would appreciate the use of this type of facility.

From:
Sent: 02 March 2023 16:17
Subject: Biggleswade Substation

Dear Grant,

I hope this email finds you well and congratulations on your term as Mayor – I appreciate you have been in position since May!

I am reaching out on behalf of UKPN and the Biggleswade Substation project. When we last met with the Council it was established that certain councillors would welcome an opportunity to review and comment on the tree species that are to be included within the detailed landscape design.

I am pleased to confirm that a plan has been developed – in line with Condition 26 of the planning application – and will shortly be submitted to Central Bedfordshire Council. The team would welcome an opportunity to talk through the planting scheme with interested councillors. It is a time sensitive matter due to the construction programme, so I thought it could be helpful to arrange for a group of councillors to meet with the team virtually. Do you think that could work?

On a separate note, I am working with UKPN and project partners to re-introduce communication with stakeholders during the construction phase – I would welcome the opportunity to talk to you about this in due course.

Best regards,

BIGGLESWADE TOWN COUNCIL
Report to the Town Council on 14th March 2023
Anglian Water Proposed Works

Implications of Recommendations: Improved water pressure for residents and improvement to infrastructure.
Corporate Strategy: Performance: Develop open and transparent interactions and appropriate strategic compacts with key partner agencies.
Finance: Potential long-term implications on Capital Asset.
Equality: Not Applicable
Environment: Contrary to sustainability.
Community Safety: All ground works will be safely enclosed by Heras fencing.

Background

The Town Council owns a piece of land named “The Spinney” on Dells Road. This land is currently used as a natural space within the urban area that residents use for recreation and dog walking. There is a pre-existing electrical sub-station on the property. There is established fauna, flora and wildlife throughout the Spinney.

Introduction

On Friday 3rd March 2023 Officers received written notice from Anglian Water’s subcontractors stating they require a parcel of land on the Spinney to install a “Pressure Reducing Valve” (“PRV”) (Appendix A). The proposed installation map shows the PRV will be installed close to the pedestrian entrance gate and abutting the wire fence.

Officers spoke with the Contractor who advised this installation will improve water pressure to a significant number of local houses. The Contractor requested access to drive vehicles onto the site on Monday 6th March 2023 to commence ground penetrating radar surveys to establish if the site is suitable and Officers advised him the Town Council needs to discuss this in a Council meeting before any investigations or works can proceed.

Please see the attached Appendix B with a list of questions posed to Anglian Water and their responses. Please see Appendix C which is a list of all four sites that were considered for this installation. Please see Appendix D for pictures of the proposed works and time lines.

The Public Realm Manager has confirmed that there is one Endangered Plant species present on the Spinney, the Milk Vetch (classified as endangered because the species is “of principal importance for the purpose of conserving biodiversity” under Section 41 (England) of the Natural Environment and Rural Communities Act 2006). Officers visited the Spinney on 8th March 2023 and after conducting research on the Milk Vetch it was determined that there were no Milk Vetches on the site where Anglian Water proposes this installation. The Contractor has suggested they will provide a goodwill remuneration of circa £200 for landscaping.

Summary

There were an estimated 13,465 houses and businesses in Biggleswade as of September 2022 (Statistics provided by Royal Mail), and the benefit this installation will bring covers 10.3% of the population of Biggleswade.

Recommendation

The recommendation is that the Town Council approve the installation of the PRV to enhance water provision, reduce the number of leaks and update of infrastructure to the benefit of Biggleswade residents.

Members are asked to note all other operational aspects of this report.

Sian van der Merwe
Deputy Administration & HR Manager

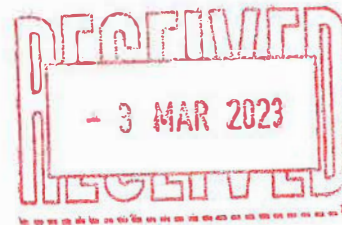
Appendix A: Pressure Reducing Value.

Appendix B: Questions to Anglian Water.

Appendix C: Sites being considered.

Appendix D: Proposed Work and Timelines

APPENDIX A



ANGLIAN WATER SERVICES LIMITED WATER INDUSTRY ACT 1991

To: Central Bedfordshire Council and Biggleswade Town Council
 Priory House, Monks Walk, Old Court House
 Chicksands, Shefford 4 Saffron Road
 Beds. SG17 5TQ Biggleswade. SG18 8DL

Anglian Water Services Limited gives you notice under section 159, 168 and schedule 6 of the of the Water Industry Act 1991 as the occupier and / or owner of the **Land** known as: Amenity, grass verges and path at junction of Bunyan Road and Dells Lane, Biggleswade shown edged in blue on the attached plan.

That on or after the expiration of **7 days** from the date of service of this notice upon you we intend to carry out within your land and gain access through your land the works described below:

Description of Works

To excavate and survey an area of land to install a new Pressure Reducing Valve, to the side of the existing water main, the approximate position indicated on the plan (although their position and number may vary) and any other associated works cables pumps and other accessories as needed.

Duly authorised on behalf of Anglian Water Services Limited

NOTES

1. If the value of your interest in any land is depreciated by the works referred to in this notice, or if you suffer any other loss or damage of a kind which would be subject to compensation if the land had been compulsorily acquired, then you will be entitled to compensation, the amount of such compensation to be settled by the Lands Tribunal if it cannot be agreed.
2. Anglian Water will pay the reasonable costs of any surveyor or valuer appointed by you in connection with the assessment of such compensation.

IMPORTANT

THIS NOTICE AFFECTS YOUR PROPERTY AND SHOULD BE KEPT WITH YOUR TITLE DEEDS

ANGLIAN WATER SERVICES LIMITED
WATER INDUSTRY ACT 1991

To: Central Bedfordshire Council
Priory House, Monks Walk,
Chicksands, Shefford
Beds. SG17 5TQ

FIRST CLASS RECORDED DELIVERY

1st March 2023

Dear Sirs

Water Industry Act 1991 Sections 159, 168 & Schedule 6 – Work to Existing Pipes

East Walk Installation of New PRV

We are getting in touch to notify you of some essential works to install pressure reducing equipment to the existing pipe which passes through your land at junction of Bunyan road and Dells Lane, Biggleswade.

Please find enclosed a notice of these works, to be carried out under The Water Industry Act 1991. The plan shows the approximate area of the land affected and required access.

We will take every effort to avoid any inconvenience for you, but if our work does result in damage or injurious affection to your land, you will be compensated.

If you would like to employ an agent to act on your behalf, please provide their details on the enclosed acknowledgement form. Their reasonable fees will be paid.

The Anglian Water Code of Practice for Pipelaying is available for inspection at: [\[redacted\]](#). A copy will be sent on request to any person with an interest in the land.

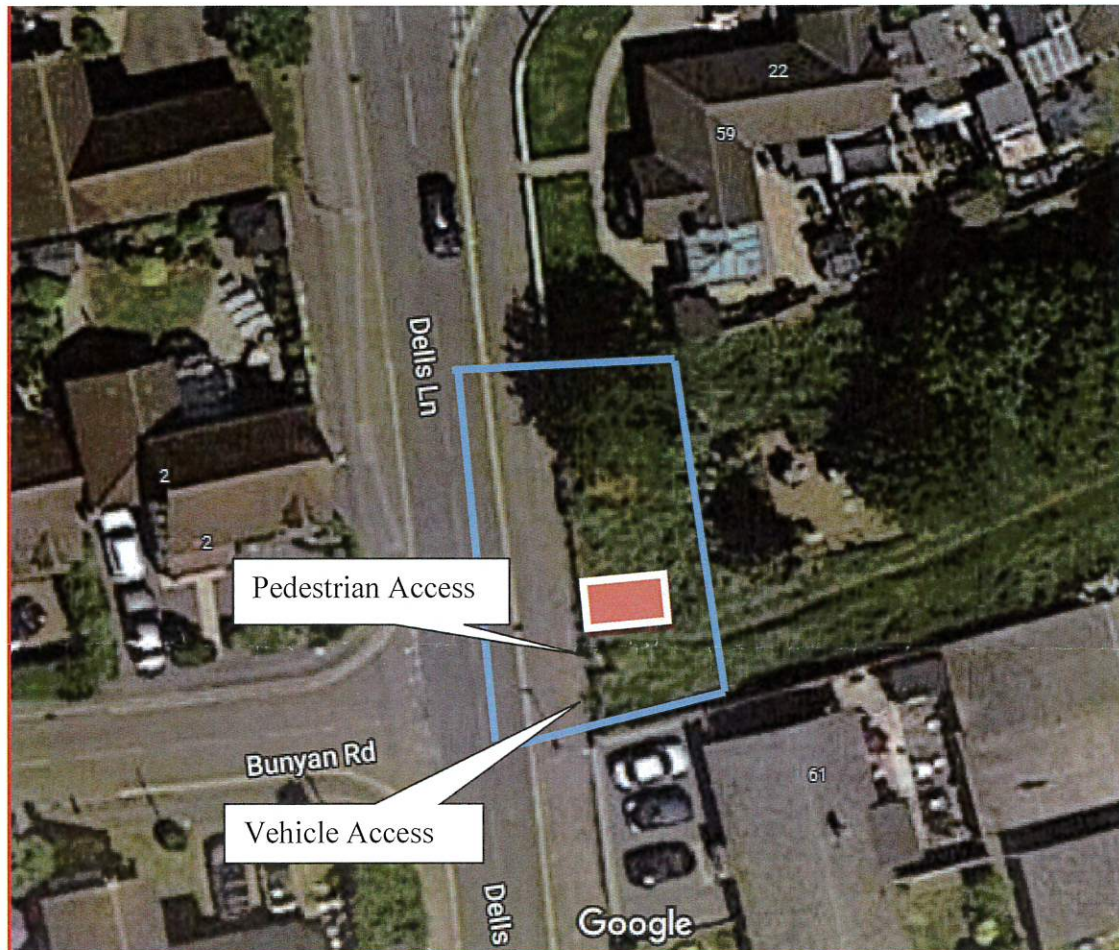
If you require any further information please contact our agent

Thank you for your assistance.

Attach: 1. Notice 5.....

2. Acknowledgement & pre-paid envelope
3. Plan, drawings etc
4. Code of practice web address

Land Required by Anglian Water at Dells Lane, Biggleswade
edged in blue with approx location of new PRV site in Red



ACKNOWLEDGEMENT - to be returned to Anglian Water Services Limited.

Scheme Name: **PRV Scheme Biggleswade Dells Lane**

Eng Ref: **RIW-00008-00-02**

I acknowledge receipt of your letter and enclosures dated **1st March 2023** and confirm the following:-

1. I am owner of the land described in the letter/notice.
2. I am the occupier of the land described in the letter/notice.
3. The details of my interest in the land are incorrect. The correct details and all "Additional Information" I have is set out below.
4. I have no interest in any of the land described in the letter/notice. The names and addresses of those whom I believe to have an interest and any "Additional Information" I have is set out below.
5. I am the owner/occupier of the land but the land is let/sublet as detailed below under "Additional Information":-
6. Other people also have an interest in the land or a legal right of way over the route of the proposed pipe as detailed below under "Additional Information".

My Agent's name is:

Address:

Additional Information:.....

(Please provide as much information as possible and continue overleaf or on a separate sheet.)

To be returned to:-

Anglian Water Services Ltd

Your Name:

Signed:

Date:

Contact Name:

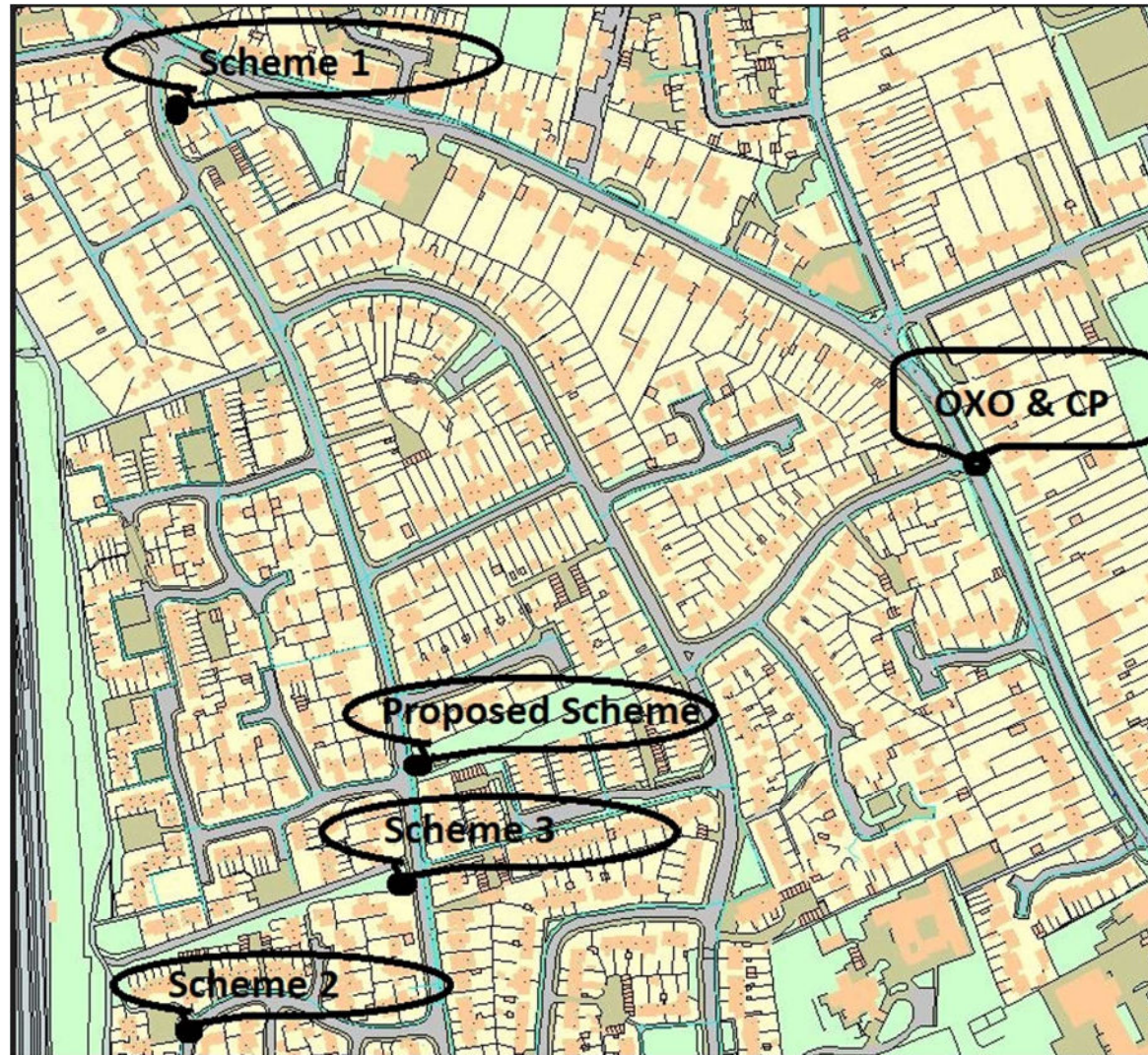
APPENDIX B

List of questions posed to Anglian Water:

- What is Anglian Water's criteria for having selected this site?
 - The Anglian Water hydraulic analysis for the District Metered Area (DMA) has calculated that a Pressure Reducing Valve (PRV) installed on this Water Main provides a viable opportunity to fine control the water pressure for approx. 1305 properties and approx. 9km of pipe.
 - The Anglian Water safety remit for installing these schemes is that all operational components such as isolation valves, washouts, meters and the PRV are situated off the carriageway.
 - This installation requires a double bypass arrangement because the water main is in the carriageway. The double bypass would make the proposed installation too large to fit into the 3m wide pavement.
 - The site already has another Utility Asset present, thereby setting a precedent.
 - The site has public access and good access for Anglian Water Technicians
 - The installation behind the fence is not so obtrusive and has minimal visual impact to local residents using Dells Lane.
 - The 'Spinney' at Dells Lane appears to have sufficient space (subject to survey and trial dig) without affecting the public and vehicle access.
 - The 'Spinney' at Dells Lane end has additional available space for a Works van and a Welfare van during installation works.
 - This option avoids a full road closure and only requires a Traffic Light controlled Lane closure.
- What were the other 3 sites considered and what were the reasons those sites were not ultimately suitable?
 - All four proposed sites are shown on the attached plan: GNET Layout (see Annex AA).
 - Schemes 1 & 2 were deemed unsuitable because there is not enough space for the installation in the footpath and verge.
 - Scheme 3 was deemed unsuitable because the water main is on the far side of the carriageway and the installation would necessitate a road closure.
- Please explain what will happen if Biggleswade Town Council decides to veto the approval for this project to proceed.
 - A veto could possibly jeopardise the viability of placing protection to this District Metered Area (DMA) and if so, could be cancelled. This is the final location.
- Why was this letter only sent to us on Friday, basically a day before the ground penetrating survey work was to commence?
 - The 7 Day Notice was posted slightly late due to annual vacation on my part. Apologies.
- What is the remuneration that Anglian Water will pay for the land in the event this work affects the value of the property?
 - We don't normally offer remuneration, these schemes have been rolled out throughout Anglian Waters area and also by other Water Utility companies to the benefit of residents, local authorities and utility companies. As a gesture of goodwill, we could offer £200 towards a local nature improvement scheme.
- What other sites are Anglian Water currently considering for the placement of this PRV?
 - Anglian Water have a continuous rolling program to improve their assets, their delivery network is one of the largest in the UK.
 - Each scheme is valued at the Design Proposal stage. At this moment we believe that this scheme is the second and last of two planned for Biggleswade Town. The first scheme is already installed in Dunton Lane and will be operational in the very near future.
- Have you considered the risk to the electricity sub-station on the land as well as the gas pipes which appear to run under the pavement.

- We have carried out a 'Table top' review of the underground assets in the area using available Utility Service Drawings.
 - We would then carryout a Ground Penetrant Radar (GPR) scan (which has its limitations especially on non-metallic and through hard surfaces)
 - This is followed by a CAT and Genny Scan which continues every 150mm of depth excavated.
 - A trial excavation lasting 5 days will determine the depth, size and location of existing underground services.
 - Excavation is by soft dig using hand tools assisted by a Vacuum Excavator until such time as all underground services are known.
 - The finished surfaces are all re-instated like for like.
- How many trees will be planted to offset the carbon footprint for this work?
 - We have a centralised Carbon Neutrality Department in Anglian Water who collate and determine all the Carbon Offsets and they have replied as:
 - *"Anglian Water published our strategy to net zero carbon which includes a detailed plan for operational net zero carbon by 2030 and to reduce capital carbon (from building and maintaining our infrastructure) by 70% from a 2010 baseline.*
 - *See attached net-zero-2030-strategy*
 - *P.50 gives details on tree planting as part of our insetting strategy on 50 hectares of our own land*
 - *Our strategy includes a range of carbon mitigation actions as relying on trees alone does not deliver significant carbon sequestration within the first 15 years of growth.*
 - *We are working with partners to promote the benefits of nature-based solutions where appropriate and offsetting projects such as Wendling Beck, where learning around measuring carbon sequestration of trees may be fed into future revisions of the woodland carbon code."*
 - The water pipe runs under the pavement. Does the PRV not need to be on a pipeline in order to be most effective? In a recent example for Northampton that you provided information to us, the water pipe fed directly underneath the PRV.
 - The reason that the PRV / Meter bypass at Northampton Grange Park was installed directly on the Water Main was because it was located off the carriageway. Mains and PRV/Meter bypass allow for periodic maintenance without the need for Traffic Management, ensuring the safety of our Technicians. The Technicians have scheduled visits for calibration up to two times per year.
 - Would the PRV line up with the junction of the water pipes as indicated in the Digdat.co.uk map please? Or would it be placed right next to the pedestrian gate as indicated in your original letter?
 - I'm proposing that the edge of the concrete cover aligns with the side of the pedestrian gate, with the cover extending away from the gate so as to leave the footpath intact.
 - The pipe-take offs will align with the concrete and the chamber(s) within.
 - The Trial Dig will determine the amount of space we have available between the footpath and the electrical cables, so unsure of the exact layout.
 - We will need to avoid the junction of the pipes you refer to since our take off is from the 180mm HPDE pipe laid in the carriageway.
 - Will the Spinney be closed for the duration of the works?
 - No, the Dells Lane end of the Spinney will need to be closed off to pedestrians, however, they will still be able to access the bulk of the site via the other two entrances. Heras fencing will be put up to the rear and front of the site to ensure public safety and prevent trespassing on site.

ANNEX C
LIST OF SITES IDENTIFIED BY ANGLIAN WATER FOR POTENTIAL INSTALLATION OF PRV



APPENDIX D

PRESSURE RELEASE VALVE:

These photographs are from a similar (but not identical) installation recently carried out in Northamptonshire.



If the PRV Installation works are to proceed:

- It would take 5 working days to trial dig for the PRV and fix dimensions – also verify the available Service Drawings.
- Office design and procurement would then take 6 to 8 weeks.
- The actual excavation and PRV installation will take 10 working days.

Traffic Light control will be required on the above site works.

CRITICAL POINT INSTALLATION:

Secondary and separate excavation works to a “Critical Point” and “Valve Mod” in London Road will take a further five working days. Traffic Light control will be required on the above site works.

These photographs are from a similar (but not identical) installation recently carried out in Northamptonshire.



BIGGLESWADE TOWN COUNCIL
Town Council
14th March 2023
Commemorative Plaques, Benches & Memorials Policy

Implications of Recommendations:

Corporate Strategy: ASPIRATIONS: COMMUNITY: Ensure public open spaces are maintained to a high standard with regular maintenance of street furniture, attractive floral displays and a zero-tolerance approach to waste, litter, and clutter.

Finance: Revenue from successful applications reinvested into maintenance of plaques and benches.

Equality: Not applicable.

Environment: Not applicable.

Community Safety: Not applicable.

Background

As part of a previous version of the cemetery fees document, benches were included. These have been removed recently with the intention of creating a policy. This draft policy was reviewed at the Town Centre Management committee on the 21st of February 2023 and resolved to recommend the policy subject to changes in wording.

Summary

This policy is attached in Appendix A for review with tracked changes in red.

Members requested that insurance be reviewed to understand whether claims could be made to cover any costs incurred to the benches as a result of vandalism. The Council's insurers confirmed that a claim could be made citing malicious damage. This has been reflected within the policy.

Recommendations

For Members to consider and agree the policy including the tracked changes.

Isaac Lord
Place Shaping Manager

Appendix A: Commemorative Plaques, Benches & Memorials Policy

Commemorative Plaques, Benches & Memorials Policy

21st February 2023



Introduction

Biggleswade Town Council (BTC) continues to receive requests for commemorative benches and plaques to be installed across Biggleswade. To support this service, careful management and regulation is needed to ensure fairness and consistency for all and so a policy is required. The contents of this policy may need to be reviewed from time to time to meet changing circumstances and opportunities.

Enquiries should be directed to enquiries@biggleswadetowncouncil.gov.uk or 01767 313134.

Objectives

- To ensure that benches and plaques have a consistent appearance, style and size that is acceptable and appropriate to the preferred location.
- To establish responsibility for maintenance, repair and replacement of benches and plaques.
- To ensure commemorations are only accepted via request from a suitable applicant (e.g. family member, close friend etc).
- To establish the level of service required to manage the scheme.

General

The nature, location and number of existing commemorative features may limit the number of plaques and benches permitted on some occasions. There is currently an oversaturation of furniture within some areas of Biggleswade, therefore new benches will only be installed where old benches are scheduled for removal. ~~Ultimately, it is at the Council's discretion whether to agree whether commemorative benches and plaques may be installed at a location.~~ **BTC Officers have the discretion to decide the final location of benches and plaques.**

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There may be instances where all locations are unavailable as a result of having been applied for, and the Council do not agree to any further locations. Applicants would then be placed on a waiting list and advised whether they would like to continue to proceed when a location becomes available.

The Council cannot accept liability for any vandalism or accidental damage to commemorative features. On such an instance occurring, the applicant will be advised of the costs to repair or replace. ~~BTC Officers will seek to claim back costs via insurance, and if successful, the applicant would only be responsible for paying excess, which currently stands at £125. Otherwise, it~~ is the applicant's responsibility to agree and fund this work. The Council reserves the right to remove any damaged commemorative features, where the applicant has not agreed to works within 4 weeks of notification.

Additional items may not be placed on or around commemorative features such as flowers, wreaths etc.

Final wording of plaques will be at the discretion of Council.

Plaques and benches will remain in place for a maximum period of 15 years. After this period, the Council will collect and store the plaques for up to 5 years, which can be collected by a customer if they wish. Benches will either be refurbished, recycled or disposed of at the discretion of the Town Council.

Charges

All below costs are inclusive of basic maintenance over the 15-year period in order to preserve the condition and appearance of the commemorative feature as best as possible. Applicants will also be charged £100 further to the below, to be donated to the Mayor's Charities.

Benches & Plaques

- Installation of a brass plaque with space for three lines and up to 35 characters on each line, on an existing bench without a plaque present (includes minor refurbishment)
£600 excluding VAT
- Installation of a new bench including brass plaque installation with space for three lines and up to 35 characters on each line

£1,600 excluding VAT

| There are two choices for benches as indicated ~~below on the next page.~~



The Westminster.

Made from Grade A sustainably sourced teak hardwood.



The Windsor.

Made from Grade A sustainably sourced teak hardwood.

Please complete an application form on the next page if you wish to proceed.

Commemorative Plaques & Benches Application Form

Name:

Address:

Postcode:

Phone number:

Alternative phone number:

Email address:

☐ Brass Plaque Only

☐ The Westminster + Brass Plaque

☐ The Windsor + Brass Plaque

Proposed location description:

Please ensure to read the Commemorative Plaques, Benches & Memorials Policy for guidance.

Please complete the attached form regarding plaque inscription details.

Sign below to confirm the above form is accurate.

Signature:

Date:

Plaques Guidance & Accompanying Form

Only enter one character per space. Spaces and punctuation count as a character.

34 characters can be entered per line with a maximum of three lines permitted.

Please complete the below grid with the inscription to be engraved on the plaque.

[illegible]

Sign below to confirm details of this form are accurate.

Signature:

Date:

Please return the form via one of the below options:

- Hand in to Biggleswade Town Council Offices
- Post to 'Commemorative Plaques and Benches Application Form, Biggleswade Town Council, The Old Court House, Biggleswade, Bedfordshire, SG18 8DL
- Email to enquiries@biggleswadetowncouncil.gov.uk with subject 'Commemorative Plaques and Benches Application Form'

For any queries relating to this policy and application forms, please call on 01767 313134 or email enquiries@biggleswadetowncouncil.gov.uk

OUTCOME OF CBC DETERMINED PLANNING					
Address	Application No.	Committee date	BTC Decision	Description	Central Beds Outcome/DATE
2019					
Biggleswade, Land North of	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.	Awaiting Decision
Biggleswade, Land North of	19/02827/PAPC	08/09/2020	Strongly Object - For reasons set out in previous corresp 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 details as at 05/10/2022. PAPC applications are Private enquiries submitted before Planning Applications and only available to the Applicant/Agent that submitted them
Biggleswade, Land North of	19/04301/OUT	24/08/2021	Separate correspondence for this application has been sent to the Planning Officer, Nikolas Smith, as agreed with Council. Strongly Object - Due to: 1) Inadequate access to the site. 2) Severe Highways impact at Sun Street/Shortmead Street junction. 3) Severe Highways impact at Drove Road/London Road junction. 4) Exaggeration of site sustainability. 5) Reduction in Public Rights of Way. 6) Disruption to irreplaceable Archaeology.	Outline Application: planning permission with all matters reserved except for the development of the land situated north of Biggleswade, east of the ECML railway to provide for up to 416 dwellings including affordable housing; green infrastructure accommodating landscaping, allotments, community orchard, public open space, children's play space; new roads, car parking, cycleways and footways; associated infrastructure, including a sustainable drainage system; vehicular access to be secured from Furzenhall Road.	Awaiting Decision
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

2020					
Biggleswade Road, Land East of	20/00959/OUT	28/04/2020 and 11/08/2020, 13/10/2020	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
2021					
Shortmead Street, 130	21/02886/FULL	21/09/2021	No Objection - provided the neighbours are consulted and that any comments they may make are considered by CBC in their deliberations. Also, 1) Clarification of the extent of F1(a) use is required; 2) To limit education use of the premises to current use; 3) There are concerns about the limited parking.	Change of Use of a building from the existing mixed E(a) and Sui generis (hot food takeaway; A5), to primarily E(a) Use Class with an ancillary E use class and F1(a) educational use.	Awaiting Decision

2022					
A1 Retail Park, Unit E, London Road	22/03121/VOC	13/12/2022	It was RESOLVED that the Town Council STRONGLY OBJECTS to the variation of condition for Unit E. The original condition was put in place to protect the town centre and should stand.	Variation of Condition 20 of planning permission CB/14/01181/VOC (Variation of Condition 20 of planning application No. CB/14/01109/VOC dated 11/06/2014 to allow up to 5% of the ground floor area of any one single unit only to be used for the sale of food and to allow a pharmacy to operate from part of the unit. Wording of the condition to be amended to:" The development hereby approved for the units referred to as A, B, D, E, F,G, H, J, K, L, M, N, P, Homebase, 1 & 2 as shown on plan no. 8659 P02 Revision W shall be used for A1 (retail) but shall not be used for the sale of food, as a post office, for the sale of tickets, as a travel agency, for hairdressing, for the direction of funerals, for the reception of goods to be washed, cleaned or repaired, as an internet café where the primary purpose of the premises is to provide facilities for enabling members of the public to access the internet or as a pharmacy, except for Unit B, which can be in part used as a pharmacy and can sell food in up to 5% of its total ground floor area") - The variation is to increase the range of permitted goods that can be sold from the premises to facilitate reoccupation of the floorspace by incoming tenant, Poundland. Previously on Council Agenda 22/03121/VOC on Council Agenda 23/08/2022. Outcome as Town Council STRONGLY OBJECTS to the variation of condition for Unit B. The original condition was put in place to protect the town centre and should stand.	Awaiting Decision
Biggleswade, Land North of	19/04301/OUT	22/11/2022	Town Council Strongly Objects and called to move the item to EXEMPT agenda.		Report from Transport Consultants to be submitted to Council for discussion before sending to CBC.
Land at Bonds Lane and Foundry Lane	22/04159/VOC	22/11/2022	It was RESOLVED that the Town Council has NO OBJECTION to the variations to this planning application. However, the Town Council does OBJECT to the variation regarding changes to cycle storage due to new proposals being less accessible.	CB/18/02353/FULL on Council Agenda - Variation of condition numbers 11, 13, 16, 17 and 19 in respect of planning permission CB/18/02353/FULL (Demolition of existing vacant and derelict buildings and erection of 50 residential apartments with associated vehicular access, car and cycle parking, refuse storage and landscape). Variation sought to new plan numbers and substitute previously approved drawings for condition 19.	Awaiting Decision

Land to North of Lindsell's level crossing	22/02881/DOC	09/08/2022	It was RESOLVED that the Town Council STRONGLY OBJECTS to the discharge of Planning Condition 3 on the revised plan and demand that Network Rail are obliged to implement the landscaping as per the plan approved at Development Management Committee in order to mitigate the visual impact of the bridge.	<p>Discharge of Condition 3 against planning permission CB/21/02168/FULL Construction of new ramped and stepped bridleway bridge to facilitate the closure of Lindsell's level crossing; formation of new bridleway to western side of railway and associated works.</p> <p>Details have been received to discharge condition(s) listed below to this planning permission.</p> <p>3 No Development shall take place until a detailed planting and landscaping scheme, which seeks to mitigate satisfactorily the visual impact of the bridge on the landscape, as well as a landscape management plan (which includes consideration of the need for irrigation of the planting) and final design have been submitted to and approved in writing by the Local Planning Authority. The approved soft landscaping scheme shall be implemented in full by the end of the full planting season immediately following the completion and/or first use of the development (a full planting season means the period from October to March). The trees, shrubs and grass shall subsequently be maintained in accordance with the approved landscape maintenance scheme for a minimum period of 5 years and any which die or are destroyed during this period shall be replaced during the next planting season. Reason: To screen the development and reduce the impact the proposal would have on the character and appearance of the area (Section 12 and 15, NPPF).</p>	Discharge of Condition Decision Released
London Road, Unit E, A1 Retail Park	22/03121/VOC	23/08/2022	Town Council STRONGLY OBJECTS to the variation of condition for Unit B. The original condition was put in place to protect the town centre and should stand.	<p>Variation of Condition 20 of planning permission CB/14/01181/VOC (Variation of Condition 20 of planning application No. CB/14/01109/VOC dated 11/06/2014 to allow up to 5% of the ground floor area of any one single unit only to be used for the sale of food and to allow a pharmacy to operate from part of the unit. Wording of the condition to be amended to:" The development hereby approved for the units referred to as A, B, D, E, F,G, H, J, K, L, M, N, P, Homebase, 1 & 2 as shown on plan no. 8659 P02 Revision W shall be used for A1 (retail) but shall not be used for the sale of food, as a post office, for the sale of tickets, as a travel agency, for hairdressing, for the direction of funerals, for the reception of goods to be washed, cleaned or repaired, as an internet café where the primary purpose of the premises is to provide facilities for enabling members of the public to access the internet or as a pharmacy, except for Unit B, which can be in part used as a pharmacy and can sell food in up to 5% of its total ground floor area") - The variation is to increase the range of permitted goods that can be sold from the premises to facilitate reoccupation of the floorspace by incoming tenant, Poundland.</p>	Awaiting Decision
Normandy lane, Unit B	22/03438/FULL	27/09/2022	No Objection - There is a concern regarding the parking.	<p>Extension to factory building to accommodate 4 additional units for flexible use comprising Class B8 (storage and distribution), B2 and Class E(g)iii (light industrial)</p>	Awaiting Decision

Salcombe Close, Land West	22/01990/FULL	28/06/2022	It was RESOLVED that the Town Council would like to PROVISIONALLY OBJECT to this planning application pending provision of the following information: 1) further information is required on the sizing of mounds and elevations in the play area; 2) the potential effect of the proposed lighting on the existing neighbours on Sale Mews; and 3) information on why the CCTV is not under variations to conditions.	Flatten the existing mounds in the play area, install lighting columns, and improve the perimeter fence.	Awaiting Decision
Shortmead Cottage, Shortmead Lane	22/01860/FULL	28/06/2022	It was RESOLVED that the Town Council has NO OBJECTION to this planning application.	Erection of new dwelling with a detached annexe.	Awaiting Decision
Springfield Bungalow & Stratton Farm Cottages Land, land at bridleway 58 to the south of Dunton Lane and land south of Stratton Business Park	22/04252/FULL	13/12/2022	It was RESOLVED that the Town Council OBJECTS to this planning application on the grounds of traffic congestion on the A1 south but note that if Officers are minded to pass this application then Biggleswade Town Council would like to see Section 106 money related to speeding, access to the A1, leisure facilities and in terms of sustainable transport to the Town Centre in terms of buses.	Demolition of 3 existing dwellings and the construction of 3 B8 units, together with associated access, vehicle parking, landscaping, and all other ancillary works.	Awaiting Decision
Stratton Upper School, Eagle Farm Road,	22/03441/FULL	27/09/2022	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.	Erection of 255 no roof mounted photovoltaic solar panels and 9 no floor level air source heat pump units.	Awaiting Decision
Potton Road, Land at former Scaffolding Depot	22/02691/FULL	08/09/2022	It was RESOLVED that the Town Council OBJECTS to this planning application as•The traffic impact on Furzenhall Road and Potton Road. •There are too many dwellings hence overdevelopment. •Loss of residential parking on Winston Crescent. •Properties would be very close to the railways line which will lead to noise pollution for residents. The Town Council notes that the Highways Officer has objected.	Erection of ten dwellings and the conversion of an existing building into two one bed flats.	Awaiting Decision
2023					
Biggleswade, Land North of	19/04301/OUT	10/01/2023	It was RESOLVED that the Town Council STRONGLY OBJECTS to this planning application on the grounds of the letter circulated in the Town Council agenda pack, which must be sent to Senior Central Bedfordshire Council Officers, and attaching with it the Transport Consultants' Review.		Awaiting Decision
Dhillion Farm, Dunton Lane,	22/04966/FULL	14/02/2023	It was RESOLVED that the Town Council has NO OBJECTION to this planning application provided that the neighbours are consulted and that any comments they may make are considered by CBC in their deliberations.	Erection of palisade fencing and CCTV/lighting columns	Awaiting Decision
Drove Road, 36	23/00238/FULL	14/02/2023	The Town Council OBJECTS to this planning application on the grounds that the application is different from its first application in 2019 and there is not an up to date transport and traffic survey.	Erection of 3 no. dwellings. Demolition of a single storey side and rear extension to existing dwelling	Awaiting Decision
Land off Drove Road, adj to 1A Drove Road	23/00003/DOC	24/01/2023	The Town Council STRONGLY OBJECT to the discharge conditions on this application as Council would like to see the conditions in place ahead of any planning approval.	Discharge of Conditions 6,8,9,11,12,13 and 21 against planning permission CB/22/00575/FULL (Erection of 5 dwellings with associated car park, access road and amenity space and proposed stopping up of the highway)	Awaiting Decision
Land north of Lindsell's Level Crossing, Biggleswade	22/04935/ VOC	24/01/2023	The Town Council NOTED the shorter ramps and changes to right of way; however Council STRONGLY OBJECT , as they have done previously in August 2022, as this will present even less landscaping.	Variation of condition 8 of planning permission CB/21/02168/FULL: Construction of new ramped and stepped bridleway bridge to facilitate the closure of Lindsell's level crossing; formation of new bridleway to western side of railway and associated works. Revised Plans	Variation of Condition - Granted

Shortmead Street, 46	23/00170/LB	14/02/2023	It was RESOLVED that the Town Council has NO OBJECTION to this planning application, however the Council raised concerns to CBC with regards to parking on such a busy street.	Listed Building: change of use and conversion from shop to 1 residential dwelling and internal alterations.	Awaiting Decision
Ullswater Close, 2,	23/00256/FULL	14/02/2023	It was RESOLVED that the Town Council has NO OBJECTION to this planning application provided that the neighbours are consulted and that any comments they may make are considered by CBC in their deliberations.	Single storey rear extension	Awaiting Decision
Woodlands, 11&12, Dunton Lane	22/04516/REG3	10/01/23	The Town Council OBJECTS to this planning application on the grounds that there is no flood risk or noise analysis reports present for this area. The item came back to the agenda on the 14th of Feb after which the Council OBJECTED to the use of transit pitches and noise levels coming from them when used as permanent pitches.	Change of use of land, from the stationing of two transit pitches to two permanent pitches for gypsy and traveller use, with associated parking and amenity units	Awaiting Decision

06/03/2023

Biggleswade Town Council

16:41

Detailed Balance Sheet - Excluding Stock Movement

Month 11 Date 28/02/2023

<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	484,836	1,328,208
2	OP'L L/H LAND & BUILDINGS	9,095	0	9,095
21	VEHICLES & EQUIPMENT	807,031	543,428	263,603
41	INFRASTRUCTURE ASSETS	309,674	258,333	51,341
61	COMMUNITY ASSETS	15,380	0	15,380
	Total Fixed Assets	2,954,224	1,286,597	1,667,627
	<u>Current Assets</u>			
91	CAPITAL WORK IN PROGRESS	19,955		
100	DEBTORS - TOWN COUNCIL	498		
102	DEBTORS - PITCH HIRE	629		
103	DEBTORS - ORCHARD CENTRE	2,178		
105	VAT REFUNDS	29,915		
201	UNITY CURRENT A/C	381,346		
202	LLOYDS CURRENT BANK A/C	(1,462)		
203	UNITY SALARY A/C	15,311		
210	PETTY CASH	299		
224	PUBLIC SECTOR DEPOSIT	501,840		
	Total Current Assets		950,509	
	<u>Current Liabilities</u>			
501	TRADE CREDITORS	72,649		
505	HALL DEPOSIT	200		
515	PAYE & NI DUE	16,074		
519	UNION FEES	46		
525	ALLOTMENT DEPOSITS	4,750		
526	OLD DEPOT DEPOSIT	1,750		
530	INC IN ADVANCE - COMMUTED	19,600		
	Total Current Liabilities		115,070	
	Net Current Assets			835,439
	Total Assets less Current Liabilities			2,503,066
	<u>Long Term Liabilities</u>			
401	PWLB LOANS	46		
402	PWLB LOAN 331275	1,624		
403	PWLB LOAN 484665	7,336		
404	PWLB LOAN 491331	88,389		
	Total Long Term Liabilities		97,395	
	Total Assets less Total Liabilities			2,405,672
	<u>Represented by :-</u>			
301	CURRENT YEAR FUND	391,915		
310	GENERAL RESERVE	347,326		
349	ROLLING CAPITAL FUND	76,243		
350	CAPITAL FINANCING RESERVE	1,315,823		
451	DEF'D GRANTS APPLIED	613,175		
452	DEF'D GRANTS W/BACK	(338,810)		

Detailed Balance Sheet - Excluding Stock Movement**Month 11 Date 28/02/2023**

<u>A/c</u>	<u>Description</u>	<u>Actual</u>
	Total Equity	<u>2,405,672</u>

06/03/2023

Biggleswade Town Council

16:40

Detailed Income & Expenditure by Budget Heading 28/02/2023

Month No: 11

February 2023

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>101 B'SWADE MAGISTRATES COURT</u>								
1091 INC-MISCELLANEOUS	0	(100)	0	100			0.0%	
B'SWADE MAGISTRATES COURT :- Income	0	(100)	0	100				0
4011 RATES	1,211	13,335	14,600	1,265		1,265	91.3%	
4015 GAS	0	8,433	4,000	(4,433)		(4,433)	210.8%	
4036 PROPERTY MAINTENANCE	0	1,315	1,500	185		185	87.7%	
4042 EQUIPT MAINT/REPAIR	0	600	500	(100)		(100)	120.0%	
4104 REFUSE COLLECTION	0	1,102	1,200	98		98	91.8%	
4110 FIRE PRECAUTIONS	1,107	5,614	12,300	6,686		6,686	45.6%	
4134 SECURITY	60	1,707	1,600	(107)		(107)	106.7%	
B'SWADE MAGISTRATES COURT :- Indirect Expenditure	2,378	32,105	35,700	3,595	0	3,595	89.9%	0
Net Income over Expenditure	(2,378)	(32,205)	(35,700)	(3,495)				

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>102 ALLOTMENTS</u>								
1087 INC-ALLOTMENTS	428	8,062	9,500	1,438			84.9%	
ALLOTMENTS :- Income	428	8,062	9,500	1,438			84.9%	0
4013 RENT	0	465	465	0		0	100.0%	
4036 PROPERTY MAINTENANCE	469	469	0	(469)	815	(1,284)	0.0%	
4037 GROUNDS MAINTENANCE	0	180	0	(180)		(180)	0.0%	
4047 MATERIALS/TOOLS	0	285	0	(285)		(285)	0.0%	
4067 PEST CONTROL	0	885	750	(135)		(135)	118.0%	
4104 REFUSE COLLECTION	0	0	200	200		200	0.0%	
4134 SECURITY	0	0	0	0	600	(600)	0.0%	
ALLOTMENTS :- Indirect Expenditure	469	2,284	1,415	(869)	1,415	(2,284)	261.4%	0
Net Income over Expenditure	(41)	5,778	8,085	2,307				

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
104 BURIAL GROUNDS								
1084 INC-BURIAL FEES	2,810	39,558	20,000	(19,558)			197.8%	
1097 INC-MEMORIALS	0	70	1,000	930			7.0%	
BURIAL GROUNDS :- Income	2,810	39,628	21,000	(18,628)			188.7%	0
4011 RATES	324	4,337	6,000	1,663		1,663	72.3%	
4012 WATER RATES	0	216	200	(16)		(16)	107.9%	
4014 ELECTRICITY	(171)	359	500	141		141	71.8%	
4036 PROPERTY MAINTENANCE	0	231	1,000	770		770	23.1%	
4067 PEST CONTROL	0	71	0	(71)		(71)	0.0%	
4092 Card Processing Fees	0	12	0	(12)		(12)	0.0%	
4100 FERT./SEEDS/WEEDKILL	0	187	0	(187)		(187)	0.0%	
4134 SECURITY	0	202	0	(202)		(202)	0.0%	
4173 S/W CEMETERY LANDSCAPING	0	64	0	(64)		(64)	0.0%	
BURIAL GROUNDS :- Indirect Expenditure	153	5,679	7,700	2,021	0	2,021	73.7%	0
Net Income over Expenditure	2,657	33,949	13,300	(20,649)				

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>105 CAR PARKS</u>								
1088 INC-CAR PARKING FEES	2,124	21,207	22,000	793			96.4%	
1089 INC - PARKING PERMITS WORK	660	10,013	3,000	(7,013)			333.8%	
1189 INC-PARKING PERMITS RES	158	6,286	3,000	(3,286)			209.5%	
CAR PARKS :- Income	<u>2,942</u>	<u>37,506</u>	<u>28,000</u>	<u>(9,506)</u>			<u>133.9%</u>	<u>0</u>
4011 RATES	2,254	24,023	27,900	3,877		3,877	86.1%	
4013 RENT	0	2	0	(2)		(2)	0.0%	
4023 STATIONERY	0	654	500	(154)		(154)	130.8%	
4037 GROUNDS MAINTENANCE	0	1,046	0	(1,046)	32	(1,078)	0.0%	
4038 MAINTENANCE CONTRACT	247	8,251	10,000	1,749	1,249	501	95.0%	
4042 EQUIPT MAINT/REPAIR	0	1,035	0	(1,035)		(1,035)	0.0%	
4092 Card Processing Fees	0	873	1,000	127		127	87.3%	
4126 CAR PARK LEASE	0	27,234	36,000	8,766		8,766	75.7%	
4128 EQUIPMENT	0	182	0	(182)		(182)	0.0%	
CAR PARKS :- Indirect Expenditure	<u>2,501</u>	<u>63,299</u>	<u>75,400</u>	<u>12,101</u>	<u>1,281</u>	<u>10,820</u>	<u>85.7%</u>	<u>0</u>
Net Income over Expenditure	<u>440</u>	<u>(25,794)</u>	<u>(47,400)</u>	<u>(21,606)</u>				

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
106 MARKET								
1082 INC-LETTINGS	0	0	300	300			0.0%	
1083 INC-PITCH HIRE	14	198	0	(198)			0.0%	
1085 INC-TUESDAY MARKET RENTS	446	3,505	3,500	(5)			100.1%	
1086 INC-SATURDAY MARKET RENTS	1,582	12,735	14,000	1,265			91.0%	
MARKET :- Income	2,042	16,438	17,800	1,362			92.3%	0
4002 EMPLOYERS N.I	28	544	224	(320)		(320)	243.0%	
4003 EMPLOYERS SUPERANN.	257	2,592	2,768	176		176	93.6%	
4004 MARKET STAFF	958	12,086	10,330	(1,756)		(1,756)	117.0%	
4011 RATES	432	4,748	5,400	652		652	87.9%	
4014 ELECTRICITY	150	1,445	1,000	(445)		(445)	144.5%	
4023 STATIONERY	0	0	1,000	1,000		1,000	0.0%	
4032 PUBLICITY	0	0	500	500		500	0.0%	
4047 MATERIALS/TOOLS	0	266	500	234		234	53.2%	
MARKET :- Indirect Expenditure	1,824	21,680	21,722	42	0	42	99.8%	0
Net Income over Expenditure	218	(5,243)	(3,922)	1,321				

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
107 TOWN CENTRE GENERAL								
1094 INC-TC FESTIVAL	0	183	0	(183)			0.0%	
1145 INC-CHRISTMAS ACTIVITIES	0	682	0	(682)			0.0%	
1303 INC-CCTV CONTRIBUTION	(7,995)	0	0	0			0.0%	
TOWN CENTRE GENERAL :- Income	(7,995)	865	0	(865)				0
4001 STAFF SALARIES	2,894	32,750	0	(32,750)		(32,750)	0.0%	
4002 EMPLOYERS N.I	295	3,550	0	(3,550)		(3,550)	0.0%	
4003 EMPLOYERS SUPERANN.	775	8,777	0	(8,777)		(8,777)	0.0%	
4007 HEALTH & SAFETY	0	96	0	(96)		(96)	0.0%	
4009 STAFF TRAVEL	5	56	0	(56)		(56)	0.0%	
4031 ADVERTISING	0	122	0	(122)		(122)	0.0%	
4036 PROPERTY MAINTENANCE	0	276	500	224		224	55.3%	
4041 EQUIPMENT HIRE	0	800	0	(800)		(800)	0.0%	
4047 MATERIALS/TOOLS	0	9	0	(9)		(9)	0.0%	
4067 PEST CONTROL	0	51	0	(51)		(51)	0.0%	
4116 WAR MEM & REM SERV	0	2,279	1,500	(779)		(779)	151.9%	
4134 SECURITY	0	374	0	(374)		(374)	0.0%	
4138 MARKET SQUARE EVENTS	0	2,244	2,200	(44)		(44)	102.0%	
4140 CHRISTMAS ACTIVITIES	492	9,221	7,000	(2,221)		(2,221)	131.7%	
4144 CCTV	33,061	38,256	16,000	(22,256)	240	(22,496)	240.6%	
4145 CHRISTMAS LIGHTS	0	20,714	21,438	724		724	96.6%	
4996 TFR FROM ROLLING CAPITAL FUND	0	(29,000)	(7,938)	21,062		21,062	365.3%	
TOWN CENTRE GENERAL :- Indirect Expenditure	37,521	90,574	40,700	(49,874)	240	(50,114)	223.1%	0
Net Income over Expenditure	(45,516)	(89,709)	(40,700)	49,009				

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>108 GRANTS (INCL S137)</u>								
4261 GRANTS UNDER OTHER POWERS	0	26,170	21,626	(4,544)		(4,544)	121.0%	
4264 Community Agent Grant	0	0	12,000	12,000		12,000	0.0%	
GRANTS (INCL S137) :- Indirect Expenditure	0	26,170	33,626	7,456	0	7,456	77.8%	0
Net Expenditure	0	(26,170)	(33,626)	(7,456)				

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
109 CAPITAL EXPENDITURE								
1101 INC-PWLB LOAN	0	425,910	0	(425,910)			0.0%	
1178 Orchard S106 Funds	0	6,248	0	(6,248)			0.0%	
CAPITAL EXPENDITURE :- Income	0	432,158	0	(432,158)				0
4053 LOAN INTEREST	0	2,238	7,411	5,173		5,173	30.2%	
4253 LEASE INTEREST REPAID	0	0	268	268		268	0.0%	
4603 CP ex PWLB Drove Rd Cem	1,465	17,809	0	(17,809)	36,302	(54,111)	0.0%	
4604 CP ex Pwlb Franklin P A	0	132,528	0	(132,528)	612	(133,140)	0.0%	
4802 CP - New Computer Installation	0	2,026	0	(2,026)		(2,026)	0.0%	
4803 CP - Boiler Magistrates Court	0	0	1,000	1,000		1,000	0.0%	
4822 CP - Plant & Equipment	0	4,460	3,590	(870)		(870)	124.2%	
4837 CP - Allotment Buildings	0	582	5,000	4,418		4,418	11.6%	
4868 CP -- Pigeon Control	0	0	5,000	5,000		5,000	0.0%	
4869 CP - Tree & Plant Works	0	0	13,710	13,710		13,710	0.0%	
4870 CP - Market Transformation	0	0	2,000	2,000		2,000	0.0%	
4871 CP - Finance Review	0	0	5,000	5,000		5,000	0.0%	
4899 Cost Reduction & Eff. Review	0	0	25,324	25,324		25,324	0.0%	
4900 ROLLING CAPITAL FUND ALLOC'N	0	35,301	35,301	0		0	100.0%	
4980 LOAN REPAYMENT	0	4,022	16,139	12,117		12,117	24.9%	
4982 LEASE CAPITAL REPAID	0	0	3,308	3,308		3,308	0.0%	
4990 ASSET FUNDING FROM RCP	0	(2,026)	(35,300)	(33,274)		(33,274)	5.7%	
CAPITAL EXPENDITURE :- Indirect Expenditure	1,465	196,940	87,751	(109,189)	36,914	(146,103)	266.5%	0
Net Income over Expenditure	(1,465)	235,218	(87,751)	(322,969)				

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
110 PUBLIC CONVENIENCES								
1091 INC-MISCELLANEOUS	0	0	3,250	3,250			0.0%	
PUBLIC CONVENIENCES :- Income	0	0	3,250	3,250			0.0%	0
4011 RATES	0	0	3,250	3,250		3,250	0.0%	
4012 WATER RATES	0	816	2,000	1,184		1,184	40.8%	
4016 CLEANING COSTS	1,583	15,973	10,000	(5,973)	1,600	(7,573)	175.7%	
4017 JANITORIAL MATERIALS	0	346	0	(346)		(346)	0.0%	
4036 PROPERTY MAINTENANCE	0	0	1,000	1,000		1,000	0.0%	
4038 MAINTENANCE CONTRACT	0	0	1,000	1,000		1,000	0.0%	
4042 EQUIPT MAINT/REPAIR	0	0	500	500		500	0.0%	
4047 MATERIALS/TOOLS	0	42	500	458		458	8.4%	
PUBLIC CONVENIENCES :- Indirect Expenditure	1,583	17,176	18,250	1,074	1,600	(526)	102.9%	0
Net Income over Expenditure	(1,583)	(17,176)	(15,000)	2,176				

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>111 CORPORATE MANAGEMENT</u>								
1076 PRECEPT RECEIVED	0	1,424,171	1,424,171	0			100.0%	
1096 INTEREST RECEIVED	2,433	12,494	420	(12,074)			2974.8%	
CORPORATE MANAGEMENT :- Income	2,433	1,436,665	1,424,591	(12,074)			100.8%	0
4057 AUDIT FEES	480	940	4,000	3,060		3,060	23.5%	
CORPORATE MANAGEMENT :- Indirect Expenditure	480	940	4,000	3,060	0	3,060	23.5%	0
Net Income over Expenditure	1,953	1,435,725	1,420,591	(15,134)				

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>112 DEMOCRATIC REP'N & MGM'T</u>								
4024 SUBSCRIPTIONS	0	2,870	3,000	130		130	95.7%	
4082 NEIGHBOURHOOD PLAN	15	4,865	0	(4,865)		(4,865)	0.0%	
4085 COUNCIL WEBSITE	0	2,539	2,225	(314)	255	(569)	125.6%	
4090 Public Referendum	0	1,218	2,500	1,282		1,282	48.7%	
4135 ELECTION PROVISION	0	0	4,000	4,000		4,000	0.0%	
DEMOCRATIC REP'N & MGM'T :- Indirect Expenditure	15	11,492	11,725	234	255	(22)	100.2%	0
Net Expenditure	(15)	(11,492)	(11,725)	(234)				

	Actual Current Mth	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	0	101	0	(101)			0.0%	
1300 INC-MAYORS CHARITY	0	2,018	0	(2,018)			0.0%	
CIVIC ACTIVITIES & EXPENSES :- Income	0	2,119	0	(2,119)				0
4112 TOWN MAYOR'S ALLOW.	0	0	1,000	1,000		1,000	0.0%	
4166 TWINNING	0	0	250	250		250	0.0%	
4179 CIVIC FUNCTIONS	74	850	1,000	150	418	(268)	126.8%	
4180 CIVIC REGALIA REPAIRS ETC	0	79	250	171		171	31.6%	
4300 MAYOR'S CHARITY EXPENDITURE	0	917	0	(917)		(917)	0.0%	
CIVIC ACTIVITIES & EXPENSES :- Indirect Expenditure	74	1,846	2,500	655	418	236	90.6%	0
Net Income over Expenditure	(74)	274	(2,500)	(2,774)				

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
115 ORCHARD COMMUNITY CENTRE								
1077 INC-S106 GRANTS	0	3,160	0	(3,160)			0.0%	
1082 INC-LETTINGS	4,117	34,342	32,500	(1,842)			105.7%	
1091 INC-MISCELLANEOUS	0	18	0	(18)			0.0%	
ORCHARD COMMUNITY CENTRE :- Income	4,117	37,521	32,500	(5,021)			115.4%	0
4001 STAFF SALARIES	2,041	48,794	59,817	11,023		11,023	81.6%	
4002 EMPLOYERS N.I	343	5,150	5,012	(138)		(138)	102.7%	
4003 EMPLOYERS SUPERANN.	869	13,090	16,031	2,941		2,941	81.7%	
4007 HEALTH & SAFETY	0	1,050	500	(550)		(550)	210.0%	
4009 STAFF TRAVEL	0	278	400	122		122	69.5%	
4011 RATES	0	0	6,200	6,200		6,200	0.0%	
4012 WATER RATES	0	702	240	(462)		(462)	292.7%	
4014 ELECTRICITY	299	1,650	7,000	5,350		5,350	23.6%	
4015 GAS	0	6,597	2,300	(4,297)		(4,297)	286.8%	
4016 CLEANING COSTS	0	701	1,400	699	378	321	77.1%	
4017 JANITORIAL MATERIALS	0	271	0	(271)		(271)	0.0%	
4020 MISC. ESTABLISH.COST	38	38	54	16		16	70.4%	
4022 POSTAGE	0	15	0	(15)		(15)	0.0%	
4023 STATIONERY	0	6	200	194		194	3.1%	
4036 PROPERTY MAINTENANCE	0	4,394	1,000	(3,394)		(3,394)	439.4%	
4038 MAINTENANCE CONTRACT	0	165	1,700	1,535		1,535	9.7%	
4042 EQUIPT MAINT/REPAIR	0	1,085	1,500	415		415	72.3%	
4060 OFFICE EQUIPMENT	0	0	300	300		300	0.0%	
4081 Licences	0	170	600	431		431	28.3%	
4104 REFUSE COLLECTION	0	1,498	0	(1,498)		(1,498)	0.0%	
4110 FIRE PRECAUTIONS	0	1,444	1,000	(444)	1,077	(1,521)	252.1%	
4125 Misc Costs	9	9	0	(9)		(9)	0.0%	
4128 EQUIPMENT	0	220	500	280		280	44.0%	
4144 CCTV	0	6,248	0	(6,248)		(6,248)	0.0%	
ORCHARD COMMUNITY CENTRE :- Indirect Expenditure	3,600	93,573	105,754	12,181	1,456	10,725	89.9%	0
Net Income over Expenditure	518	(56,053)	(73,254)	(17,201)				

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>210</u>	<u>GENERAL</u>								
4064	ANNUAL HANGING BASKETS	0	4,524	5,000	476	1,973	(1,498)	130.0%	
	GENERAL :- Indirect Expenditure	0	4,524	5,000	476	1,973	(1,498)	130.0%	0
	Net Expenditure	0	(4,524)	(5,000)	(476)				

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>212 RECREATION GROUNDS</u>								
1077 INC-S106 GRANTS	0	5,579	0	(5,579)			0.0%	
1081 INC-RENT	0	6,943	5,000	(1,943)			138.9%	
1083 INC-PITCH HIRE	523	3,226	5,000	1,774			64.5%	
1091 INC-MISCELLANEOUS	0	480	0	(480)			0.0%	
RECREATION GROUNDS :- Income	523	16,228	10,000	(6,228)			162.3%	0
4011 RATES	378	4,163	4,700	537		537	88.6%	
4012 WATER RATES	30	5,761	11,500	5,739		5,739	50.1%	
4014 ELECTRICITY	607	4,482	7,500	3,018		3,018	59.8%	
4017 JANITORIAL MATERIALS	0	13	0	(13)		(13)	0.0%	
4037 GROUNDS MAINTENANCE	400	5,866	7,000	1,134		1,134	83.8%	
4038 MAINTENANCE CONTRACT	2,026	7,019	8,000	981		981	87.7%	
4039 PLAY. EQUIP. MAINT.	0	673	0	(673)		(673)	0.0%	
4043 FENCING & GATES	0	366	2,000	1,634		1,634	18.3%	
4044 TREES & PLANTS	0	800	1,500	700		700	53.3%	
4047 MATERIALS/TOOLS	0	70	0	(70)		(70)	0.0%	
4067 PEST CONTROL	0	0	1,500	1,500		1,500	0.0%	
4100 FERT./SEEDS/WEEDKILL	0	0	200	200		200	0.0%	
4104 REFUSE COLLECTION	0	4,462	200	(4,262)		(4,262)	2231.0%	
4110 FIRE PRECAUTIONS	0	298	1,500	1,202	1,194	8	99.5%	
4114 LITTER BINS	0	0	1,500	1,500		1,500	0.0%	
4128 EQUIPMENT	42	142	2,000	1,858		1,858	7.1%	
4134 SECURITY	0	1,742	500	(1,242)		(1,242)	348.4%	
RECREATION GROUNDS :- Indirect Expenditure	3,482	35,856	49,600	13,744	1,194	12,550	74.7%	0
Net Income over Expenditure	(2,959)	(19,628)	(39,600)	(19,972)				

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Detailed Income & Expenditure by Budget Heading 28/02/2023

Month No: 11

February 2023

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
901 CENTRAL SERVICES								
1078 INC-MISC GRANTS	0	1,000	0	(1,000)			0.0%	
1091 INC-MISCELLANEOUS	0	248	0	(248)			0.0%	
CENTRAL SERVICES :- Income	0	1,248	0	(1,248)				0
4000 OVERTIME ALL BCT	3,131	5,227	0	(5,227)		(5,227)	0.0%	
4001 STAFF SALARIES	33,334	324,501	384,830	60,329		60,329	84.3%	
4002 EMPLOYERS N.I	3,476	34,745	44,830	10,085		10,085	77.5%	
4003 EMPLOYERS SUPERANN.	6,856	61,889	79,894	18,005		18,005	77.5%	
4005 AGENCY STAFF	0	23,666	10,000	(13,666)		(13,666)	236.7%	
4007 HEALTH & SAFETY	140	676	2,800	2,124		2,124	24.2%	
4008 STAFF TRAINING	17	7,950	10,000	2,050		2,050	79.5%	
4009 STAFF TRAVEL	7	1,624	1,500	(124)		(124)	108.3%	
4010 MISC. STAFF COSTS	129	1,056	1,000	(56)		(56)	105.6%	
4012 WATER RATES	0	321	500	179		179	64.2%	
4014 ELECTRICITY	406	3,292	4,000	708		708	82.3%	
4016 CLEANING COSTS	657	5,680	7,500	1,820	560	1,260	83.2%	
4017 JANITORIAL MATERIALS	0	489	0	(489)		(489)	0.0%	
4020 MISC. ESTABLISH.COST	0	144	250	107		107	57.4%	
4021 TELEPHONE & FAX	1,445	10,944	13,500	2,556		2,556	81.1%	
4022 POSTAGE	0	1,122	1,500	378		378	74.8%	
4023 STATIONERY	936	3,066	3,500	434	148	286	91.8%	
4025 INSURANCE	0	15,875	21,000	5,125		5,125	75.6%	
4026 COMPUTER	4,820	46,924	33,790	(13,134)		(13,134)	138.9%	
4027 PHOTOCOPIER	(68)	3,275	5,600	2,325		2,325	58.5%	
4029 OFFICE REFURBISHMENT	0	208	0	(208)		(208)	0.0%	
4030 ADVERTISING, RECRUITMENT	0	5,014	5,000	(14)		(14)	100.3%	
4031 ADVERTISING	261	3,619	2,900	(719)		(719)	124.8%	
4036 PROPERTY MAINTENANCE	0	657	0	(657)		(657)	0.0%	
4047 MATERIALS/TOOLS	0	826	0	(826)		(826)	0.0%	
4051 BANK CHARGES	208	2,440	2,000	(440)		(440)	122.0%	
4056 LEGAL EXPENSES	0	15,025	4,500	(10,525)		(10,525)	333.9%	
4058 PROFESSIONAL FEES	1,777	28,336	10,000	(18,336)	500	(18,836)	288.4%	
4059 CONSULTANCY	0	1,322	2,000	678		678	66.1%	
4060 OFFICE EQUIPMENT	11	1,012	1,000	(12)	19	(32)	103.2%	
4073 PAYROLL BUREAU FEES	0	559	1,500	941		941	37.3%	
4074 ACCOUNTANCY FEES	0	12,554	15,000	2,446	495	1,951	87.0%	
4081 Licences	159	259	0	(259)		(259)	0.0%	
4092 Card Processing Fees	3	299	0	(299)		(299)	0.0%	
4103 PROTECTIVE CLOTHING	0	129	0	(129)		(129)	0.0%	
4110 FIRE PRECAUTIONS	20	20	0	(20)	1,615	(1,635)	0.0%	

Detailed Income & Expenditure by Budget Heading 28/02/2023

Month No: 11

February 2023

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4125 Misc Costs	0	651	0	(651)		(651)	0.0%	
4127 SIGNS	0	0	1,000	1,000		1,000	0.0%	
4128 EQUIPMENT	0	2,135	500	(1,635)	31	(1,665)	433.1%	
4140 CHRISTMAS ACTIVITIES	0	960	0	(960)		(960)	0.0%	
CENTRAL SERVICES :- Indirect Expenditure	57,725	628,491	671,394	42,903	3,368	39,535	94.1%	0
Net Income over Expenditure	(57,725)	(627,243)	(671,394)	(44,151)				

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
902 PUBLIC REALM								
1081 INC-RENT	0	2,747	0	(2,747)			0.0%	
PUBLIC REALM :- Income	0	2,747	0	(2,747)				0
4001 STAFF SALARIES	18,613	211,239	199,305	(11,934)		(11,934)	106.0%	
4002 EMPLOYERS N.I	1,663	20,108	18,595	(1,513)		(1,513)	108.1%	
4003 EMPLOYERS SUPERANN.	4,252	41,639	47,307	5,668		5,668	88.0%	
4007 HEALTH & SAFETY	0	0	0	0	91	(91)	0.0%	
4008 STAFF TRAINING	0	722	0	(722)		(722)	0.0%	
4009 STAFF TRAVEL	15	389	0	(389)		(389)	0.0%	
4017 JANITORIAL MATERIALS	0	313	0	(313)		(313)	0.0%	
4020 MISC. ESTABLISH.COST	0	9	0	(9)		(9)	0.0%	
4023 STATIONERY	0	126	100	(26)		(26)	126.0%	
4025 INSURANCE	0	6,533	300	(6,233)		(6,233)	2177.5%	
4026 COMPUTER	0	546	0	(546)		(546)	0.0%	
4030 ADVERTISING, RECRUITMENT	0	1,159	0	(1,159)		(1,159)	0.0%	
4037 GROUNDS MAINTENANCE	0	28	0	(28)		(28)	0.0%	
4041 EQUIPMENT HIRE	0	744	1,000	256		256	74.4%	
4042 EQUIPT MAINT/REPAIR	43	1,048	2,000	952	120	832	58.4%	
4044 TREES & PLANTS	0	8,310	10,500	2,190	8,885	(6,695)	163.8%	
4046 VEHICLE LEASING	411	6,253	10,000	3,747		3,747	62.5%	
4047 MATERIALS/TOOLS	0	1,192	0	(1,192)	871	(2,062)	0.0%	
4048 VEHICLE MAINT/REPAIR	0	2,562	10,000	7,438		7,438	25.6%	
4049 VEHICLE FUEL	431	7,924	8,000	76		76	99.0%	
4050 VEHICLE TAX	0	728	675	(53)		(53)	107.8%	
4100 FERT./SEEDS/WEEDKILL	0	0	700	700	862	(162)	123.2%	
4101 MOWER REPAIRS	0	2,570	0	(2,570)		(2,570)	0.0%	
4103 PROTECTIVE CLOTHING	255	2,631	2,500	(131)	45	(176)	107.0%	
4114 LITTER BINS	111	111	0	(111)		(111)	0.0%	
4119 SKIP HIRE	0	700	800	100		100	87.5%	
4128 EQUIPMENT	15	1,849	0	(1,849)		(1,849)	0.0%	
PUBLIC REALM :- Indirect Expenditure	25,808	319,431	311,782	(7,649)	10,873	(18,523)	105.9%	0
Net Income over Expenditure	(25,808)	(316,684)	(311,782)	4,902				

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>903 DEPOT</u>								
4007 HEALTH & SAFETY	0	224	0	(224)		(224)	0.0%	
4011 RATES	0	27,732	16,000	(11,732)		(11,732)	173.3%	
4012 WATER RATES	344	(339)	1,500	1,839		1,839	(22.6%)	
4013 RENT	0	53,919	50,000	(3,919)		(3,919)	107.8%	
4014 ELECTRICITY	0	(831)	2,500	3,331		3,331	(33.3%)	
4015 GAS	0	0	1,500	1,500		1,500	0.0%	
4017 JANITORIAL MATERIALS	0	449	0	(449)	488	(938)	0.0%	
4020 MISC. ESTABLISH.COST	0	0	500	500	55	445	11.0%	
4036 PROPERTY MAINTENANCE	0	75	0	(75)		(75)	0.0%	
4042 EQUIPT MAINT/REPAIR	0	0	1,000	1,000		1,000	0.0%	
4093 SERVICE CHARGE	0	812	0	(812)		(812)	0.0%	
4104 REFUSE COLLECTION	0	634	0	(634)		(634)	0.0%	
4110 FIRE PRECAUTIONS	288	477	0	(477)	1	(478)	0.0%	
4144 CCTV	1,180	1,519	0	(1,519)		(1,519)	0.0%	
DEPOT :- Indirect Expenditure	1,812	84,670	73,000	(11,670)	544	(12,215)	116.7%	0
Net Expenditure	(1,812)	(84,670)	(73,000)	11,670				

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>904 REPAIRS & MAINTENANCE</u>								
4042 EQUIPT MAINT/REPAIR	77	2,407	12,752	10,345		10,345	18.9%	
4115 SEATING	0	32	0	(32)		(32)	0.0%	
REPAIRS & MAINTENANCE :- Indirect Expenditure	77	2,439	12,752	10,313	0	10,313	19.1%	0
Net Expenditure	(77)	(2,439)	(12,752)	(10,313)				
Grand Totals:- Income	7,300	2,031,085	1,546,641	(484,444)			131.3%	
Expenditure	140,969	1,639,170	1,569,771	(69,399)	61,532	(130,932)	108.3%	
Net Income over Expenditure	(133,669)	391,915	(23,130)	(415,045)				
Movement to/(from) Gen Reserve	(133,669)	391,915						

Date: 06/03/2023

Biggleswade Town Council

Time: 15:42

Cashbook 1

User: DCW

Unity Trust A/C

Payments made between 01/02/2023 and 28/02/2023

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
01/02/2023	Wellers Law Group LLP	Bacs	15,180.00	15,180.00		501			Gas contract advice- to Jan 23
01/02/2023	Veolia UK Ltd	Bacs	97.61	97.61		501			Refuse collection- Dec
01/02/2023	J R GOLDTHORPE & SON	Bacs	42.90	42.90		501			Dimplex 3kw Fan Heater
01/02/2023	Craig Napier Allot	BACS	20.42			1087	102	20.42	Craig Napier Allot 243A-refund
01/02/2023	Pear Technology Services Ltd	Bacs 10	348.00	348.00		501			Support&Updates till 31/12/23
01/02/2023	Bemrose Booth Paragon Ltd	Bacs 11	392.40	392.40		501			Parking tickets (32,500)
01/02/2023	Paul's Shoe Repairs	Bacs 12	9.00	9.00		501			2x Mortie Keys
01/02/2023	Origin Amenity Solutions	Bacs 13	492.30	492.30		501			Impact XP RTU 10 Ltr Drum
01/02/2023	Nortoft Partnerships Ltd	Bacs 14	2,238.00	2,238.00		501			Fee for Kings Reach project
01/02/2023	Infotone Imaging Supplies Ltd	bACS 15	295.14	295.14		501			Cartridges 4 per set
01/02/2023	Harrier Office Supplies Ltd	bACS 16	52.30	52.30		501			Granulated Sugar & hand towels
01/02/2023	Hire or Buy Group Ltd	Bacs 17	66.20	66.20		501			STIHL Chain Loop
01/02/2023	Go International (UK) Ltd	Bacs 18	322.06	322.06		501			Red and Green Elf Costume x2
01/02/2023	Furlong & Higgs Ltd	Bacs 19	19,612.80	19,612.80		501			Chapel- work to date
01/02/2023	Turfcare Leisure Services Ltd	Bacs 2	180.00	180.00		501			Draindown System for Winter 22
01/02/2023	Flowbird Smart City UK Ltd	Bacs 20	3,351.63	3,351.63		501			Machines- Feb 23 to Jul 23
01/02/2023	DCK Accounting Solutions Ltd	Bacs 21	1,117.76	1,117.76		501			Visits in Dec (6th & 20th)
01/02/2023	Colin Ross Workwear & Safety	Bacs 22	348.74	348.74		501			Black Safety Wellies- Kyle
01/02/2023	Cove Security Systems Ltd	Bacs 23	198.00	198.00		501			Annual charge for Alarm
01/02/2023	Crowd Control Solutions LTD	Bacs 24	1,883.04	1,883.04		501			Heras fence kits & Delivery
01/02/2023	Biggleswade MOT Centre Ltd	Bacs 25	25.00	25.00		501			KX68 AXU- Puncture reppair
01/02/2023	Beds Bulletin Ltd	Bacs 26	261.00	261.00		501			Advert in Jan 23 editions
01/02/2023	L. Bennett & Son Ltd	Bacs 27	8.16	8.16		501			Polytech 5LT
01/02/2023	Brown & Co - Property & Busine	Bacs 28	1.00	1.00		501			Annual rent-1 Feb23- 31 Jan23
01/02/2023	Biggleswade Sandy Lions Club	Bacs 29	100.00	100.00		501			Santa Donation
01/02/2023	Tim's Digital	Bacs 3	143.40	143.40		501			Equalise menu columns

Subtotal Carried Forward:

46,786.86

46,766.44

0.00

20.42

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Biggleswade Town Council

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Unity Trust A/C

Payments made between 01/02/2023 and 28/02/2023

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
01/02/2023	Alan Bailes Consultancy Ltd	Bacs 30	1,500.00	1,500.00		501			Work to date- 11th Jan 23
01/02/2023	ADT Fire & Security plc	Bacs 31	72.00	72.00		501			Visit to BTC-15th Nov
01/02/2023	AMF Services (Bedford) Ltd	Bacs 32	3,097.55	3,097.55		501			Toro- Starter, LED & Labour
01/02/2023	Easy Equipment	Bacs 33	135.54	135.54		501			Olympia Ana Teaspoons
01/02/2023	Safe I.S. Ltd	Bacs 5	604.86	604.86		501			Fire risk- Eldon way-17 Jan 23
01/02/2023	R & C Hyett	Bacs 6	1,930.00	1,930.00		501			Cleaning Market Sq toilets-Dec
01/02/2023	Peninsula Business Services Li	Bacs 7	39.70	39.70		501			Provision of services
01/02/2023	Pass Ltd	Bacs 8	540.00	540.00		501			Pat Comp Course Ryan C&W
01/02/2023	Parallel HR Ltd	Bacs 9	396.00	396.00		501			BTC HR Services
06/02/2023	Central Bedfordshire Council	Bacs	2,745.00	2,745.00		501			Non dom rates - Eldon Way
06/02/2023	Central Bedfordshire Council	SO	4,599.00	4,599.00		501			RATES 22/23
07/02/2023	HM Land Registry	DD	15.00			4082	112	15.00	HM Land Registry
10/02/2023	RJ Warren Ltd	Bacs	52,230.20	52,230.20		501			25% on delivery of play equip
13/02/2023	Node IT Solutions Ltd	Bacs	211.20	211.20		501			Project Managed Networking
13/02/2023	Node IT Solutions Ltd	Bacs	444.00	444.00		501			Leased line rental
13/02/2023	Node IT Solutions Ltd	Bacs	1,254.00	1,254.00		501			Managed Firewall 23-24
13/02/2023	Node IT Solutions Ltd	Bacs	3,439.50	3,439.50		501			Agreement IT Services
13/02/2023	Node IT Solutions Ltd	Bacs	23.74	23.74		501			T-Power AC Adapter
13/02/2023	Node IT Solutions Ltd	Bacs	62.40	62.40		501			Managed network services
13/02/2023	Node IT Solutions Ltd	Bacs	193.78	193.78		501			Agreement Zoom subscription
13/02/2023	UNITY SALARY A/C	trf	79,886.13			203		79,886.13	Feb Salaries
15/02/2023	Integrating Solutions Limited	Bacs	372.38	372.38		501			MX3061FK- Photocopier
15/02/2023	Lex Autolease Ltd	Bacs	410.64	410.64		501			Lease Rental- Jan
15/02/2023	Shire Leasing	DDR	726.23		121.04	4021	901	605.19	Phone System lease
16/02/2023	British Telecommunications PLC	Bacs	506.97	506.97		501			BT- Feb bill
16/02/2023	Fuel Genie DDR	DD	517.74	517.74		501			Fuel Feb 23
16/02/2023	Lloyds Multipay credit card	DD	162.00			523		162.00	Jan expenses
17/02/2023	Office Cash Account	3000002	200.00			208		200.00	Cash for petty cash
17/02/2023	Petty cash	300002	200.00			210		200.00	Petty cash top-up

Subtotal Carried Forward:

203,302.42 122,092.64

121.04

81,088.74

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Unity Trust A/C

Payments made between 01/02/2023 and 28/02/2023

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
20/02/2023	citrusHR Limited	Bacs	75.00	75.00		501			Membership 15/2/23-14/3/23
20/02/2023	EMS	DDR	60.18	60.18		501			Purchase Ledger
20/02/2023	EMS	DDR1	60.03	60.03		501			Purchase Ledger
20/02/2023	EMS	DDR2	60.00	60.00		501			Purchase Ledger
20/02/2023	EE - DDR	DDR3	431.58	431.58		501			Purchase Ledger
21/02/2023	HM Lasnd Registry	DDR	6.00			4058	901	6.00	Land search fee
22/02/2023	AIB Merchant Services	13270596	99.96	99.96		501			AIB- Service Chare- Jan
22/02/2023	Paul Langshaw	bacs	25.00	25.00		501			Photography-6 Images
22/02/2023	Safe I.S. Ltd	BACS	226.86	226.86		501			Risk assesment visit- 17th Jan
22/02/2023	Worker permit	BACS	80.50			1089	105	80.50	Barry Morris RW132 Refund
22/02/2023	Craig Napier	BACS	50.00			525		50.00	Allotment refund 243A
22/02/2023	TT Couriers	BACS1	108.00	108.00		501			Delivery- Biggleswade to Leathe
22/02/2023	Henlow Building Supplies	BACS10	62.12	62.12		501			White & Black Cable ties
22/02/2023	The Play Inspection Company Lt	BACS11	1,190.70	1,190.70		501			Multi site inspection
22/02/2023	Paul's Shoe Repairs	BACS12	38.00	38.00		501			Keys Cut x8
22/02/2023	Unit Clean	BACS13	100.01	100.01		501			Ladies hygiene- sanitary bins
22/02/2023	Fire Protection Online Ltd	BACS14	240.64	240.64		501			Fire signs
22/02/2023	Origin Amenity Solutions	BACS15	479.40	479.40		501			Impact XP 10Ltr (10 units)
22/02/2023	Harrier Office Supplies Ltd	BACS16	82.87	82.87		501			Fire Safety Log Record Book x6
22/02/2023	South Survey Ltd	BACS17	88.50	88.50		501			Flag Marker Pack 100 Green
22/02/2023	Essential Safety Wear Ltd	BACS18	97.12	97.12		501			Caretaker Uniform
22/02/2023	GH Online Accounting Limited	BACS19	1,220.40	1,220.40		501			Services quater ended Dec 22
22/02/2023	Colin Ross Workwear & Safety	BACS2	471.86	471.86		501			Reflective Navy Cargo Trousers
22/02/2023	Turfcare Leisure Services Ltd	BACS20	1,239.98	1,239.98		501			Bowls Green maint- Jan & Feb
22/02/2023	The Community Heartbeat Trust	BACS21	319.20	319.20		501			Battery for SPI Defibrillator
22/02/2023	Flowbird Smart City UK Ltd	BACS22	296.86	296.86		501			Parking equip services-Jan&Mar
22/02/2023	ATOMIC PEST CONTROL	BACS23	70.00	70.00		501			Contract- Allotments
22/02/2023	Chubb Fire & Security Ltd	BACS24	151.13	151.13		501			Emergency Light system-Orchard

Subtotal Carried Forward:

210,734.32

129,388.04

121.04

81,225.24

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Unity Trust A/C

Payments made between 01/02/2023 and 28/02/2023

Nominal Ledger Analysis									
<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Details</u>
22/02/2023	DCK Accounting Solutions Ltd	BACS25	657.85	657.85		501			January Fees and Visit
22/02/2023	Parallel HR Ltd	BACS26	528.00	528.00		501			BTC HR Services for Feb
22/02/2023	Cambs Fire safety Ltd	BACS28	577.06	577.06		501			Service & Extinguishers
22/02/2023	Branching Out Tree & Garden Se	BACS29	1,140.00	1,140.00		501			Pollard tree & hired in plant
22/02/2023	Blunham Dairy	BACS4	27.16	27.16		501			Milk Order- January
22/02/2023	Herts CCTV Partnership Ltd	BACS5	2,976.00	2,976.00		501			Orchard- CCTV Dec 22-23
22/02/2023	R & C Hyett	BACS6	2,020.00	2,020.00		501			BTC cleaning through Jan
22/02/2023	Huxley Electrical Services	BACS7	552.00	552.00		501			Christmas Light & Floodlight
22/02/2023	Tim's Digital	BACS8	102.00	102.00		501			Fixing email issue
22/02/2023	FreeFlush Water Management Ltd	BACS9	474.00	474.00		501			Replacing existing sleepers
22/02/2023	Sales Ledger Refund	FP	25.00			103		25.00	Sales Recpts Page 3725
22/02/2023	Sales Ledger Refund	FP	37.50			103		37.50	Sales Recpts Page 3726
27/02/2023	OPUS Energy (Corporate) Limite	DD	1,550.72	1,550.72		501			Cemetery Drove Rd- Feb
Total Payments:			221,401.61	139,992.83	121.04			81,287.74	

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	
Finance & General Purposes									
101	B'SWADE MAGISTRATES COURT	Income	0	(100)	0	100		0.0%	
		Expenditure	2,378	32,105	35,700	3,595	3,595	89.9%	
	Movement to/(from) Gen Reserve	(2,378)	(32,205)						
108	GRANTS (INCL S137)	Expenditure	0	26,170	33,626	7,456	7,456	77.8%	
109	CAPITAL EXPENDITURE	Income	0	432,158	0	(432,158)		0.0%	
		Expenditure	1,465	196,940	87,751	(109,189)	36,914	(146,103)	266.5%
	Movement to/(from) Gen Reserve	(1,465)	235,218						
111	CORPORATE MANAGEMENT	Income	2,433	1,436,665	1,424,591	(12,074)		100.8%	
		Expenditure	480	940	4,000	3,060	3,060	23.5%	
	Movement to/(from) Gen Reserve	1,953	1,435,725						
112	DEMOCRATIC REP'N & MGM'T	Expenditure	15	11,492	11,725	234	255	(22)	100.2%
113	CIVIC ACTIVITIES & EXPENSES	Income	0	2,119	0	(2,119)		0.0%	
		Expenditure	74	1,846	2,500	655	418	236	90.6%
	Movement to/(from) Gen Reserve	(74)	274						
115	ORCHARD COMMUNITY CENTRE	Income	4,117	37,521	32,500	(5,021)		115.4%	
		Expenditure	3,600	93,573	105,754	12,181	1,456	10,725	89.9%
	Movement to/(from) Gen Reserve	518	(56,053)						
901	CENTRAL SERVICES	Income	0	1,248	0	(1,248)		0.0%	
		Expenditure	57,725	628,491	671,394	42,903	3,368	39,535	94.1%
	Movement to/(from) Gen Reserve	(57,725)	(627,243)						
	Finance & General Purposes Income	6,550	1,909,611	1,457,091	(452,520)			131.1%	
		Expenditure	65,738	991,556	952,450	(39,106)	42,411	(81,518)	108.6%
	Movement to/(from) Gen Reserve	(59,187)	918,055						

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Public Land & Open Spaces								
102 ALLOTMENTS	Income	428	8,062	9,500	1,438			84.9%
	Expenditure	469	2,284	1,415	(869)	1,415	(2,284)	261.4%
	Movement to/(from) Gen Reserve	(41)	5,778					
104 BURIAL GROUNDS	Income	2,810	39,628	21,000	(18,628)			188.7%
	Expenditure	153	5,679	7,700	2,021		2,021	73.7%
	Movement to/(from) Gen Reserve	2,657	33,949					
210 GENERAL	Expenditure	0	4,524	5,000	476	1,973	(1,498)	130.0%
212 RECREATION GROUNDS	Income	523	16,228	10,000	(6,228)			162.3%
	Expenditure	3,482	35,856	49,600	13,744	1,194	12,550	74.7%
	Movement to/(from) Gen Reserve	(2,959)	(19,628)					
902 PUBLIC REALM	Income	0	2,747	0	(2,747)			0.0%
	Expenditure	25,808	319,431	311,782	(7,649)	10,873	(18,523)	105.9%
	Movement to/(from) Gen Reserve	(25,808)	(316,684)					
903 DEPOT	Expenditure	1,812	84,670	73,000	(11,670)	544	(12,215)	116.7%
904 REPAIRS & MAINTENANCE	Expenditure	77	2,439	12,752	10,313		10,313	19.1%
	Public Land & Open Spaces Income	3,761	66,666	40,500	(26,166)			164.6%
	Expenditure	31,801	454,884	461,249	6,365	16,000	(9,635)	102.1%
	Movement to/(from) Gen Reserve	(28,040)	(388,218)					

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>Town Centre Management</u>								
105	CAR PARKS							
	Income	2,942	37,506	28,000	(9,506)			133.9%
	Expenditure	2,501	63,299	75,400	12,101	1,281	10,820	85.7%
	Movement to/(from) Gen Reserve	440	(25,794)					
106	MARKET							
	Income	2,042	16,438	17,800	1,362			92.3%
	Expenditure	1,824	21,680	21,722	42		42	99.8%
	Movement to/(from) Gen Reserve	218	(5,243)					
107	TOWN CENTRE GENERAL							
	Income	(7,995)	865	0	(865)			0.0%
	Expenditure	37,521	90,574	40,700	(49,874)	240	(50,114)	223.1%
	Movement to/(from) Gen Reserve	(45,516)	(89,709)					
110	PUBLIC CONVENIENCES							
	Income	0	0	3,250	3,250			0.0%
	Expenditure	1,583	17,176	18,250	1,074	1,600	(526)	102.9%
	Movement to/(from) Gen Reserve	(1,583)	(17,176)					
	Town Centre Management Income	(3,011)	54,809	49,050	(5,759)			111.7%
	Expenditure	43,430	192,730	156,072	(36,658)	3,121	(39,779)	125.5%
	Movement to/(from) Gen Reserve	(46,441)	(137,922)					
Grand Totals:-								
	Income	7,300	2,031,085	1,546,641	(484,444)			131.3%
	Expenditure	140,969	1,639,170	1,569,771	(69,399)	61,532	(130,932)	108.3%
	Net Income over Expenditure	(133,669)	391,915	(23,130)	(415,045)			
	Movement to/(from) Gen Reserve	(133,669)	391,915					

BIGGLESWADE TOWN COUNCIL
Finance and General Purposes Committee Meeting
21st March 2023
Contracts Database Update

Implications of Recommendations

Corporate strategy: FINANCIALS: Maintain a Contracts Database and encourage the development of local suppliers and the generation of jobs for the local community.

Finance: New contracts negotiated with consideration for cost savings.

Equality: Not applicable.

Environment: Not applicable.

Community Safety: Not applicable.

Background

The Town Council continues to maintain a contracts database. This is regularly reviewed by Officers to ensure compliance with the Councils Financial Regulations and proper procurement practices.

Summary

There are circa 58 contracts although this number includes multiple sub-agreements with suppliers.

Fig 1: A current overview

Contract status	% of Total	Examples, e.g.
Out to tender	3%	Car parking, ICT
Smaller contracts in negotiation	19%	Accounting support, telephony, utilities, auditing partner, (<i>contracts under £25K</i>)
Recently agreed	21%	Bowling green maintenance, safety compliance, waste removal
In place - not due for renewal	57%	Website, security, projects

Our significant cost contracts (Car Parking/ICT) are currently out to tender. The process will be managed consistent with the Councils Financial Regulations. There are no items that require escalation other than the Osso contract that is coming back to Council under a separate paper.

Recommendations

That Members note progress.

Rob Youngs
Finance Manager

Karim Hosseini
Head of Governance & Strategic Partnerships

BIGGLESWADE TOWN COUNCIL
Report to Town Council meeting
14th March 2023
Internal Audit Interim Report

Implications of Recommendations

Corporate Strategy: FINANCIALS: Ensure that the Town Council continues to operate within legislation, regulation, ethical guidelines and best practice.

Finance: Ensure adherence with the Financial regulations by sharing any internal audit report without undue delay.

Equality: Not applicable.

Environment: Not applicable.

Community Safety: Not applicable.

Background:

Section 2.11 of The Financial Regulations states that:

“The RFO shall, without undue delay, bring to the attention of all Councillors any correspondence or report from internal or external auditors.”

On the 23rd February 2023, we received the first Internal Audit Interim report for this financial year, from our current internal auditors, *Auditing Solutions Ltd*. The visit happened on the 21st December 2022 and the report is Appendix A.

Coverage of work and timelines:

Our internal auditors are making three visits in relation to Financial Year 2022/23 and here are the coverage of work and timelines:

- 1) 21st December 2022, covering the first five months from 1st April to the 31st August.
- 2) 8th March 2023, covering the middle four months from 1st September to the 31st December.
- 3) May/June 2023, to cover the last three months, year-end and AGAR.

Recommendation:

For Members to note the report and Appendix A.

Rob Youngs
Finance Manager

Appendix A: Internal Audit Interim Report



Biggleswade Town Council

Internal Audit Report 2022-23 (Interim)

For Auditing Solutions Ltd

Background

All town and parish councils are required by statute to make arrangements for an independent internal audit examination of their accounting records and system of internal control and for the conclusions to be reported each year in the Annual Return. Auditing Solutions Ltd has provided this service to Biggleswade Town Council since 2004,

This report sets out the work undertaken in relation to the 2022-23 financial year, during our visit on 21st December 2022.

Internal Audit Approach

In undertaking our review for the year to date, we have had regard to the materiality of transactions and their susceptibility to potential mis-recording or misrepresentation in the year-end Annual Governance and Accountability Return. We have employed a combination of selective sampling techniques (where appropriate) and 100% detailed checks in several key areas to gain sufficient assurance that the Council's financial and regulatory systems and controls are appropriate and fit for the purposes intended.

Our programme of cover has been designed to afford appropriate assurance that the Council's financial systems are robust and operate in a manner to ensure effective probity of transactions and to afford a reasonable probability of identifying any material errors or possible abuse of the Council's own and the national statutory regulatory framework. The programme is also designed to facilitate our completion of the 'Annual Internal Audit Report' in the Council's Annual Return, which requires independent assurance over several internal control objectives.

Overall Conclusion

We have concluded that, based on the programme of work undertaken this year to date the Council has again maintained more than adequate and effective internal control arrangements. We are again pleased to acknowledge the quality of records maintained by the staff and thank them for their assistance, which has ensured the smooth progress of our review process.

Detailed Report

Maintenance of Accounting Records & Bank Reconciliations

Our objective here is to ensure that the accounting records are being maintained accurately and currently and that no anomalous entries appear in cashbooks or financial ledgers. To that end, we have: -

- Noted that the Council's financial transactions are now processed mainly in house; with some support from third party contractors (DCK Accounting Services Ltd).
- Ensured that an appropriate coding structure remains in place on the Omega accounting system to meet the needs of the Council's reporting requirements.
- Agreed the year's opening balances on the Omega accounting records to those reported in the closing Statement of Accounts and Annual Return for 2021-22.
- Ensured that the financial ledger remains in balance at the present date.
- Checked and agreed transactions the Council's Current account cashbooks to the relevant bank account statements for April 2022 and August 2022.
- Checked detail on the Omega based bank account reconciliations for the year to date ensure that no long-standing, uncleared cheques, or other anomalous entries exist.

Conclusion

We are pleased to report that there are no issues to date in this area of our review process warranting formal comment or recommendation. Further work will be undertaken at our next visit.

Review of Corporate Governance

Our objective here is to ensure that the Council has a robust regulatory framework in place; that Council and Committee meetings are conducted in accordance with the adopted Standing Orders; those financial transactions are made in accordance with the extant Financial Regulations and that we have a reasonable chance of identifying any actions of a potentially unlawful nature that have been or may be considered for implementation. Consequently: -

- We have commenced our review of the full Council and standing Committee minutes for the financial year to ensure that no issues affecting the Council's financial stability either in the short, medium, or long term exist; and
- We note that Financial Regulations were amended and readopted at the Full Council meeting held on 24th May 2022 (minute ref 22/0030.1. 2022).
- Standing Orders are under review.
- Reviewed the external auditor's report, issued since our last visit, and noted comments made.

Conclusions

We are pleased to report that no issues have been identified in this area, warranting further comment.

Review of Expenditure

Our aim here is to ensure that, in addition to confirming that sound financial control procedures are in place: -

- Council resources are released in accordance with the Council's approved procedures and budgets.
- Appropriate procedures are in place to ensure compliance with the Council's SOs and FRs regarding tendering and quotation action noting that the FRs require a revised formal tender for procurement as detailed above.
- Payments are supported by appropriate documentation, either in the form of an original trade invoice or other appropriate form of document confirming the payment as due and/or an acknowledgement of receipt, where no other form of invoice is available.
- Where applicable, appropriate contracting arrangements are in place and that they comply with the Council's current Standing Orders and Financial Regulations.
- All discounts due on goods and services supplied are identified and appropriate action taken to secure the discount.
- The correct expense codes have been applied to invoices when processed; and
- VAT has been appropriately identified and coded to the control account for periodic recovery.

To ensure compliance with the above criteria, we have examined a sample of 54 payments processed in the financial year from April 2022 to September 2022. Our test sample provides a broad cross section of payments and supplier invoices totalling £216,466 and represents 52% of non-pay expenditure in this period.

It was noted that VAT Returns continue to be filed electronically on a quarterly basis.

Conclusions

We are pleased to report that no matters have arisen in this area of our review process warranting formal comment or recommendation. Further work will be undertaken in this area on future visits.

Assessment and Management of Risk

Our aim here is to ensure that the Council has put in place appropriate arrangements to identify all potential areas of risk of both a financial and health and safety nature, whilst also ensuring that appropriate arrangements exist to monitor and manage those risks to minimise the opportunity for their coming to fruition.

The Financial Risk Assessment Registers were reviewed by F & GP Committee on 15th March 2022 (ref 9c).

We note that the Council's insurance cover is provided by Local Councils, have examined the current year's policy schedule effective from 10th August 2022 to 31st March 2023. Both Public and Employer's Liability are set at £10 million and Fidelity Guarantee at £1 million.

Conclusion

We consider that the Council has effective risk management processes in place.

Review of Income

Our objective in this area is to ensure that all income due to the Council is identified for prompt recovery and banking. In addition to the precept, the Council receives income from a variety of other sources including playing field hire, allotments, car parking, cemetery, general and farmers markets.

On our visit on 21st December 2022, we have examined the procedures relating to Cemetery Fees, reviewing the Burials Register, Exclusive Rights of Burial and Memorials records examining a sample of entries relating to each area covering the period from April 2022 to November 2022. This is to ensure that each is supported by all relevant and legally required documentation and that the appropriate fees have been levied and recovered within a reasonable time.

Also, on this visit we examined the procedures for collection of parking monies from the car park ticket machines, testing a sample of ticket receipts to the collection summary and bank statements.

On our previous reports we noted that there were some old outstanding debts. We are pleased to note that the Council has undertaken an exercise of investigation and clearance, there are now very few old outstanding debts remaining.

Conclusions

We are pleased to report that no matters have arisen in this area of our review process warranting formal comment or recommendation.

Petty Cash / Debit Cards

We are required, as part of the annual Internal Audit Certification process on the Annual Return, to indicate the soundness of controls in this area of the Council's financial activities and note that there is an imprest style petty cash scheme. Use of the petty cash is being discouraged; a physical check of the cash held will be undertaken at a later visit.

The Council uses a debit card for certain purchases, we are pleased to note that robust procedures have been implemented regarding its use.

Conclusions

There are no matters arising in this area to warrant formal comment or recommendation.

Investments and Loans

Our objectives here are to ensure that the Council is investing “surplus funds”, be they held temporarily or on a longer term basis, in appropriate banking and investment institutions and that the Council is obtaining the best rate of return on the funds held, with any interest earned brought to account correctly and appropriately in the accounting records, also that any loan repayments due to or payable by the Council are transacted in accordance with the relevant loan agreements.

During our visits we test repayments of PWLB loans as recorded in the Council’s accounts to independent PWLB statements. We have agreed the repayments to the bank statements as in relation to our work on accounting and bank reconciliation. We further note a new PWBL was taken out in October 2022.

Conclusions

We are pleased to report that no matters have arisen in this area of our review process to date warranting formal comment or recommendation. Further work will be undertaken in this area at our final visit to ensure the accurate balances are recorded in the AGAR.

Asset Register

The Governance and Accountability Manual requires all councils to develop and maintain a register of assets identifying detail of all land, buildings, vehicles, furniture, and equipment owned by the Council.

We are pleased to note that the Council holds a detailed asset register updated by DCK to include additions and disposals during the financial year.

Conclusion

We are pleased to report that no matters have arisen in this area of our review process to date warranting formal comment or recommendation.



NOTES OF THE COMMUNITY ENGAGEMENT GROUP MEETING HELD ON MONDAY 13TH FEBRUARY 2023 AT 18.00 PM

PRESENT:

Cliff Andrews	BRCC – Chair
Karim Hosseini	BTC – Head of Governance and Strategic Partnerships
Cllr Madeline Russell	BTC Councillor
Cllr Michael North	BTC Councillor
Cllr Duncan Strachan	BTC Councillor
Rhiannon Barrow	Community Garden Project & Biggleswade Resident
Hazel Clarke	Carnival Committee and Business Owner
Nick Gurney	Biggleswade Scout Group
Barbara Hazell	Rotary Club
Sarah Hughes	Community Engagement Manager – Central Bedfordshire Council
John Ingre	Biggleswade Allotment Plot Holder & Resident
Shirley Legate	Central Bedfordshire Older Persons Network
John Robertson	Chair Good Neighbours
Isaac Lord	BTC – Place Shaping Manager
Louise Millsip	BTC – Administrator
Helen Calvert	BTC – Administration & HR Manager

1. Apologies

Peter Tarrant	BTC – Town Clerk & Chief Executive
Jonathan Woolley	BTC – Public Realm Manager
Tracey James	Biggleswade United Football Club
Jonathan Medlock	The Surfin Café Local Business

2. Review of last Minutes and Actions from 7th February 2022

It is believed the group have actually met since this date, therefore actions have already been addressed.

3. CCTV – Isaac Lord

Section 106 funding has been secured for improvements to the CCTV throughout the town. One new camera has been installed at Drove Road Cemetery, and one is planned for Rose Lane Car Park.

Cllr Strachan added that two mobile cameras would also be available to use in areas if needed.

4. Drove Road Cemetery – Isaac Lord

Scaffolding was erected around the Chapel in December, and work started in January. Phase 1 is due to be completed by the end of February 2023.

5. Franklins Recreation Ground

Karim Hosseini updated the group regarding the ambitious play areas project, which has started with the Franklins Recreation Ground. The old play equipment has been removed, and the footings have been prepared ready for the new equipment. The contractors have delivered the first phase of the woodland apparatus, and the metal structures are expected in the next week. The area has been screened off for safety, and completion is expected by the end of March. The Public Realm Team will then landscape the area and work on improving access.

John Ingrey mentioned that the Saxon Park has new equipment which is not useable for half term as it is still fenced off some weeks after the work looks to be completed. Karim Hosseini will follow up.

Shirley Legate said that one of the older residents she works with couldn't access Franklins on their mobility scooter, and that the pavement narrows significantly in that area.

Cliff Andrews hopes the Green Wheel cycling and walking route will extend from Mill Lane to the Meccano Bridge/Dan Albone car park in the future.

Karim Hosseini said there is a Town Council meeting on 28th February 2023 where the vision and plans will be discussed, including access. The play equipment has been designed to be as inclusive as possible.

6. Allotments – Karim Hosseini

Karim Hosseini explained to the group that BTC meet monthly with Biggleswade Allotment Association, and that work is progressing well with the Allotment Improvement Plan. A new marine-grade lock is due to be fitted at the main entrance gate, and wildlife-style CCTV cameras are due to be installed in the car park. The Public Realm Team have landscaped the north side of the site, where additional half plots will be made. Also the asbestos has now been fully cleared from the site. John Ingrey agreed that we are moving in the right direction, adding that the track needs repairing.

7. Transformation of Tennis & Bowling Facilities at Drove Road – Karim Hosseini

Karim Hosseini told the group that this subject has been discussed for a while, with funding being allocated for a 2024-5 project. Meanwhile, we should start to consider how the existing facilities could be developed and used in the future.

Cllr Russell said that this is being discussed at the Assets Working Group. There is a bowling green and tennis courts off of Drove Road and the Bowling Club is thriving. This is very much a longer-term project that needs to look at if the Biggleswade community want a Tennis Club and if facilities could be shared. Cllr Russell added to be mindful that the size of the site is limited with restricted access.

Hazel Clarke offered to reach out to the community via Facebook for views.

Cliff Andrews asked for any ideas to be forwarded to Karim Hosseini or Isaac Lord.

8. War Memorial Ownership – John Ingrey

John Ingrey explained to the group that Biggleswade Town Council had to recently apply to Central Bedfordshire Council to re-paint the lettering of some of the names on the town's war memorial, and that he feels this is wrong. Cllr Russell agrees, and said that CBC own the Market Square and Century House, and BTC can only negotiate with CBC on this.

Karim Hosseini said that BTC will be liaising with CBC on strategic matters in June, and will include this matter.

Rhiannon Barrow enquired how the review of BTC land ownership was going, re-stating the aspiration for a suitable site to be identified for use as a possible community garden. Karim Hosseini said that this review process is still ongoing.

9. Historical Biggleswade Book – John Ingrey

John Ingrey wanted BTC to know that a book was published six months ago, and it's been nearly 15 years in the making. It records the history of Biggleswade from Saxon times, with one of the largest comprehensive archaeological surveys to be carried out in the UK. John felt this deserves some recognition with a possible exhibition of the history of Biggleswade.

Cllr Russell said that a museum has been wanted for a long time, and BTC continues to look out for suitable sites. Karim Hosseini added that Biggleswade Historical Society and the Camera Club have items that could be included in a museum or exhibition.

Any Other Business

Biggleswade Health Provision

Cllr Strachan raised his concerns over the health provision in Biggleswade and wanted the group to be aware that BTC are trying to liaise with all parties. Cllr Russell added that this is part of a wider issue across North East Bedfordshire, and our MP Richard Fuller has recently raised it at a Westminster debate and at Prime Minister's Questions. Nick Gurney felt that infrastructure had not been improved locally in-line with housing development, which led to some discussion around the A1. Cllr Russell said that the Mayors and Deputies of Biggleswade and Sandy do meet with Richard Fuller and regularly discuss the A1.

Biggleswade Chamber of Commerce

Karim Hosseini said that he has attempted to reach out to Biggleswade Chamber of Trade, and that an organisation was needed to collaborate with and help the town. Cllr Strachan added that he felt the Biggleswade Chamber of Trade wasn't working as well as it used to, and that he would like to see a Chamber of Commerce. Hazel Clarke is part of a WhatsApp group with approximately 40 local businesses represented, however, a facilitator is required. Cllr Strachan and Karim Hosseini to discuss further.

Date of Next Meeting: Monday 5th June 2023



NOTES OF THE BTC ALLOTMENT MEETING
HELD ON 23rd FEBRUARY 2023
AT THE OFFICES OF BIGGLESWADE TOWN COUNCIL

PRESENT:

Peter Tarrant	BTC - Town Clerk & Chief Executive - Chairman
Karim Hosseini	BTC - Head of Governance & Strategic Planning
Jonathan Woolley	BTC - Public Realm Manager
Colin Thomas	Councillor
Brian Barraclough	Biggleswade Allotment Association
John Ingrey	Biggleswade Allotment Association
Julia Duffin	Biggleswade Allotment Association
Carol Carstairs	Biggleswade Allotment Holder
Louise Millsip	BTC - Administrator

1. Apologies

Cllr Michael North; Isaac Lord, BTC; Bill Lucas, BAH; Hazel Clark, BAH

Mr Tarrant suggested we move the meeting to quarterly. All in agreement.

2. The minutes from the previous meeting of 26th January 2023 were agreed as being accurate. The following items were discussed as matters outstanding:

2.1 Manure

BAA confirmed that the planned collection has taken place and was completed on Wednesday. Mr Barraclough thanked BTC and the Public Realm Team for a job well done.

2.2 Plot Map Progress

The map has been compiled to reflect the existing plots, and the new plots will be added in due course.

2.3 Car Park Lock

All agreed the current price of the sourced tamper-proof lock was not acceptable, and a standard padlock would be trialled along with the new wildlife type camera.

2.4 Definition of 'Tidy Plot'

It was decided that a common-sense approach should be taken, and that the BTC Public Realm Manager and the Team could determine if the plot was being left in a reasonable condition for the next tenant, being mindful of re-useable materials such as timber, etc.

2.5 Bridge Walkway

Mr Hosseini is awaiting a response from Central Bedfordshire Council.

2.6 Outstanding Terms & Conditions

Mrs Millsip confirmed that letters had been sent to nine tenants, and six had returned their signed Terms & Conditions, whilst three decided to relinquish their plots.

3. CBC Tree Planting Programme

If sufficient hedging can be sourced from the current CBC tree planting initiative, BAA would assist in planting them around the perimeter to provide some security to the site in the long term. BAA commented on some recent trees planted by the PR Team along the edge of the driveway to the north end of the site. It was felt that these may cause an obstruction to traffic as they grow. BTC will review and replant if necessary.

4. Composting

Mr Hosseini confirmed that circa six new lockable composting bins have been sourced to replace the open bays that were regularly contaminated. It was suggested that three could be positioned at each site, with one active at any point in time, and the others being closed whilst they were left to compost. It was agreed that clear signage needs to be provided and that they should be monitored for suitability.

5. Total Number of Plots

Mrs Millsip provided an update. We currently have 80 full plots and 127 half plots. Currently 4 full plots and 3 half plots are unusable due to flooding. It is hoped an additional 23 new half plots will be created on the area that has recently been landscaped.

6. Public Footpath

The current Taylor Wimpey development work has meant that the walkway between the Saxon Centre and the allotments has been closed, as well as to Jubilee Woods, which is causing problems for walkers and cyclists.

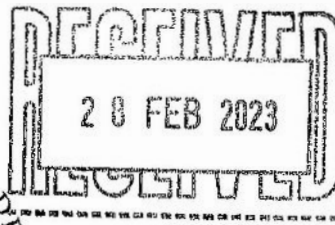
ACTION: Cllr Colin Thomas to write to CBC

AOB

BAA said that members are reporting a more positive experience when contacting BTC, and that the Public Realm Team have been very helpful with manure collections and redistributing wood chippings around the site.

Date of Next Meeting

Thursday 25th May 2023, 2-3pm at Biggleswade Town Council Offices



Dear Peter,

As in previous years, the Churches in Biggleswade will be meeting on Good Friday for a brief joint service in the Market Square.

Those folks able to will be assembling in the Dan Albone Car Park and then walking to the Market Square, following last year's route, to join the congregation there. A copy of the route plan is attached.

We will be notifying the Police regarding the procession but since it is unlikely that they will be able to provide support we will as usual be using our own stewards and utilising the pavement.

Treasurer, Biggleswade Baptist Church

Churches Together in Biggleswade – Good Friday open air witness 7th April 2023

Ideally 12 stewards required 2 from each Fellowship? (St Andrews, St Peters, Trinity, Pentecostal, Baptist, New Life)

Route: Dan Albone Car Park / Trinity Methodist to Market Square to area adjacent to Surfin Cafe –
Primarily on footpaths

Leave Dan Albone carpark – Hill Lane, join Shortmead Street

Cross Sun Street , continue along Shortmead Street

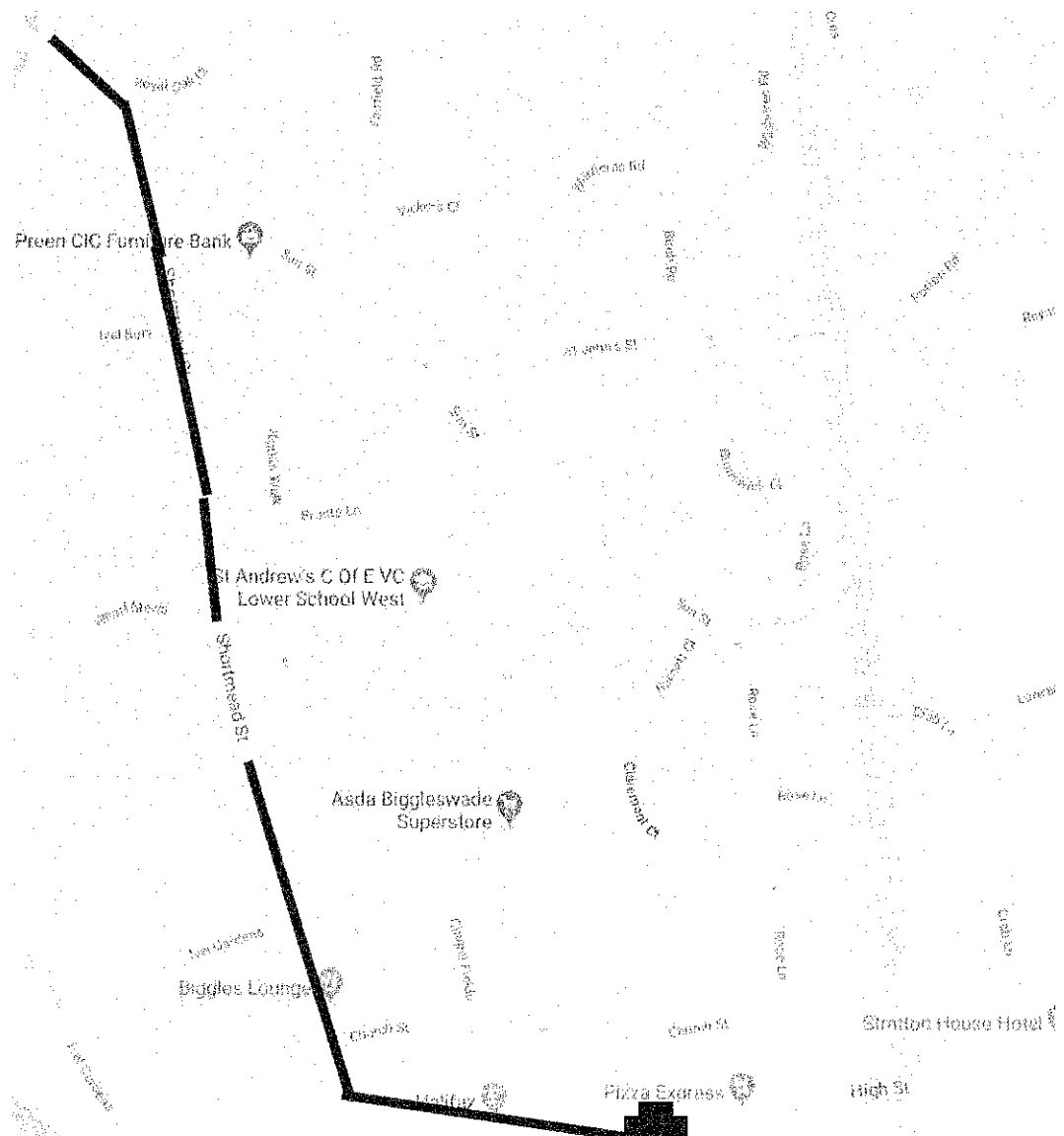
- Check – some folks may join the walk at Trinity Methodist
-

Continue along Shortmead Street to join High Street

Cross High Street at the first pedestrian crossing

Continue around Market Square – past Bus Shelter and moving around Market Square - to arrive adjacent to the war memorial for the service.

Folks attending to endeavor to gather around in such a way as not to block out folks in the Market Square seeing what is going on!



Time					
10.30	Stewards get together for briefing			Dan Albone Car park	
10.40	Leave car park	Hill Lane into Shortmead Street			
				Shortmead Street	
		Cross Sun Street	Stewards—positioned along adjacent roads to warn motorists of possible hazard Although walkers are responsible for their own safety.	Shortmead Street	Stewards
		Folks may join at Trinity Methodist	Stewards to ensure folks are aware of possible traffic turning into Brunts Lane		Stewards
		Continue along Shortmead Street to High Street	Stewards to ensure folks are aware of possible traffic turning into Church Street	Shortmead Street	Stewards
	Join High Street	Along High Street to Market Square		High Street	
	Market Square	Cross High Street at first pedestrian crossing to meeting area Around Market Square periphery to service area near War Memorial.	Stewards to be vigilant for any children etc when crossing the road.	Note- this may cause traffic congestion	Stewards
11.00	Market Square	Good Friday joint service			

Date: Sunday, 5 March 2023 at 23:13

Subject: Planning Breach - CB/22/03012/FULL

Dear Planning Officers,

The planning permission above was granted for use as a "pizza restaurant (Class E) and food delivery only (sui generis)". The permission granted included the following condition:

"The premises shall only be open for serving dine-in customers and takeaway deliveries between the hours of 11:00 to 23:00hrs on any day and at no other time."

The marketing for the opening of this business on Wednesday 8th March (examples below) clearly indicates an intention to operate outside of the permitted use and this condition, as there is a clear intent to encourage members of the public to collect and order food to take away.

I would be grateful if you could ensure that this business complies with the planning permission and commence enforcement action should the breach as they clearly intend.

Regards,



Caprinos pizza Biggleswade

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Visit Caprinos Pizza for a tasty pizza delivery or takeaway near you. Order online today for delicious pizza delivered to your door. Joy in each slice.

Caprinos Pizza - Order directly from us



BIGGLESWADE

OPENING OFFERS

FREE 9" PIZZA

8TH MARCH 2023
17:00 TO 18:00

50% OFF

8th & 9th March 2023

25% OFF

10th - 12th March 2023



19A HIGH STREET, BIGGLESWADE, SG18 0JE

01767601988

WWW.CAPRINOSPIZZA.CO.UK

23:06



Caprinos pizza Biggleswade

7 h · 🌐



Biggleswade Here We Come 🍕🍕

We are delighted to announce our NEW STORE opening on 8th of March 2023.

To celebrate this, we are offering FREE 9" PIZZA on 8th of March 2023 between 5pm & 6pm (Walk-In Customers Only)

Plus, 50% OFF on ALL ORDERS on 8th & 9th March!

Additionally 25% OFF between 10th to 12th of March.

19A High street

Biggleswade

SG18 0JE

Visit us at www.caprinospizza.co.uk



BIGGLESWADE

OPENING OFFERS

FREE 9" PIZZA

8TH MARCH 2023

17:00 TO 18:00

50% OFF

8th & 9th March 2023

25% OFF

10th - 12th March 2023



19A HIGH STREET, BIGGLESWADE, SG18 0JE

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From:
Sent: Monday, March 6, 2023 12:12 pm
To:
Subject: Closed Bridleway - Cattle Incident update

Dear Cllrs

You may be aware of a cattle incident which occurred on 20th February involving two walkers and their dogs. I would like to bring you up to speed on the issue.

I was contacted on Thursday 23/2/23 regarding a serious incident when two people were mauled by cattle. The incident involved two dog walkers walking along BW9 towards the RSPB site. The dogs were leashed. One of the walkers has lived in the area all his life and has used the route hundreds of times before without any problems. On this occasion for some reason the herd which were initially a 150m plus away started moving forward towards them led by two horned cows. They could see that they were heading straight for them and decided to take refuge in a nearby clump of trees. The herd followed at pace. The walkers had nowhere to go and both walkers were badly mauled by the cattle and trampled on. They were both badly bruised and one had to go to the hospital for stitches.

I also received a further incident on the same week about a walker who was about to enter the right of way but was approached by cows and thought better of it. The walker also had a leashed dog.

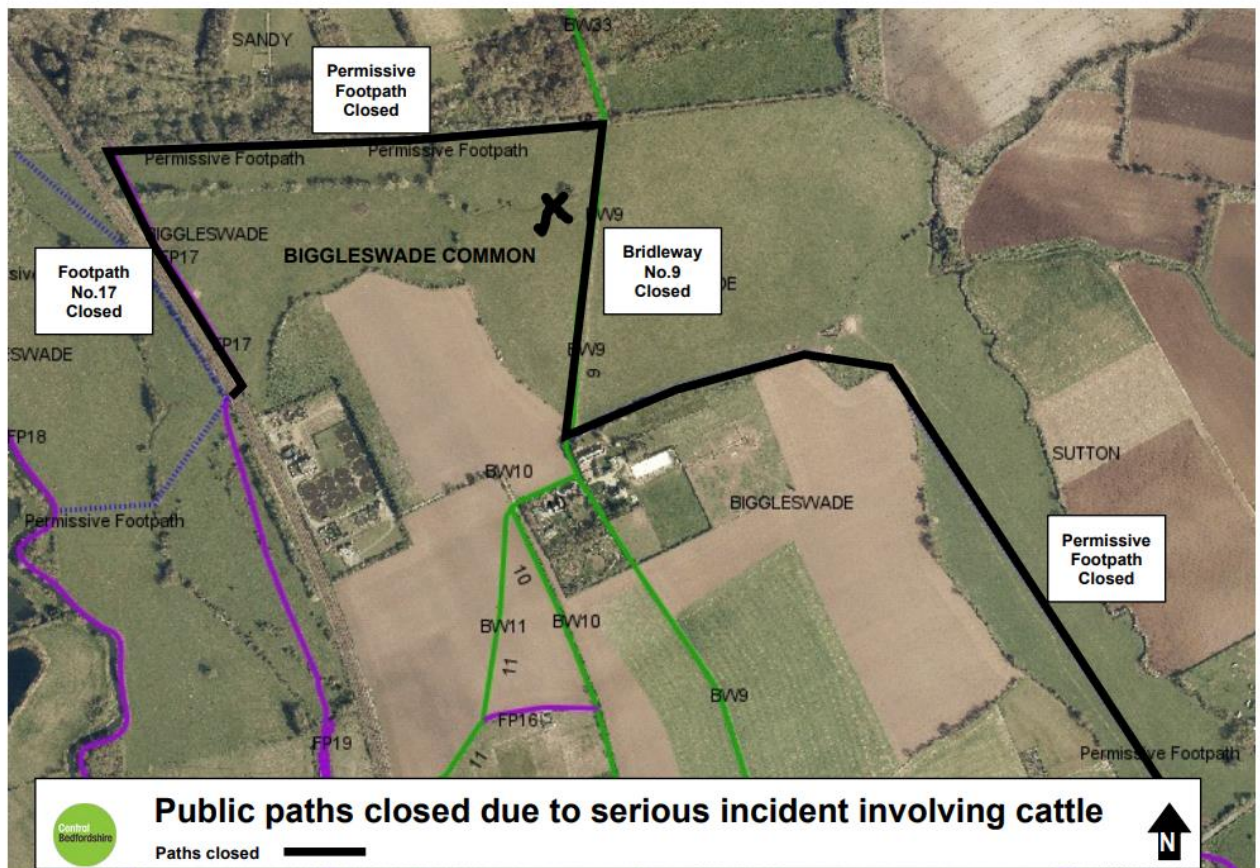
I had to take action on closing these well-used routes due to the serious nature of the first incident. The routes closed are shown below. However, as this area is common land, CBC cannot prevent people from walking in the area, but at least the paths are temporarily closed. I have liaised with Fen Reeves Trust who manage the land and they have in turn liaised with the farmer and confirmed that these cattle have been on the common for many years, that no new cows have been introduced to the herd, that no bulls are in the herd and that there are no cows with calves.

Why the herd behaved in the way they did we do not have an answer to, although both incidents involved dogs on leads. Fen Reeves is looking into the possibility of installing additional site notices although apparently they are limited in what it can state due to liability issues should future incidents occur and also what their insurers will allow. I would like to see as a minimum signage that urges dogs to be kept on a lead as well as offering advice to owners that they should let go of their dog's lead if approached by cattle, (accepted guidance in such instances), but I will need to await what they come up with.

Fen Reeves has stated to me today they will look at "any other measures we can take within the constraints of needing cattle on the Common and the fact this is Common land." Common land status does limit options as we cannot install fencing along the right of way as people have a legal right to stray off the paths.

It is my intention to leave the closure notices in place until Fen Reeves confirm what actions they will be taking and when. I think many people appear to be ignoring the signs, but that is their risk.

“X” marks the spot of the incident:



Regards