



Ref: Agenda/Council – 12/09/23

7th September 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 12th September** 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

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_RyWN5MM3To6noCJwIMkBdA

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**

6. **MEMBERS' QUESTIONS**

7. **MINUTES AND RECOMMENDATIONS OF MEETINGS**

- a. For Members to receive the minutes of the Town Council Meeting held on **Tuesday 22nd August 2023** at the Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade.
- b. For Members to note the draft minutes of the Finance & General Purposes Committee Meeting held on **Tuesday 18th July 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 22nd August 2023**.

9. **ITEMS FOR CONSIDERATION**

a. **New Town Council meeting structure schedule**

For Members to receive and consider a written report by the Head of Governance & Strategic Partnerships.

b. **A00407 Lawnside, Biggleswade, Part Time No Entry**

For Members to receive and consider the correspondence from Central Bedfordshire Council.

Please note that CBC have extended the deadline by 2 weeks. The plan had not been displayed correctly on the website. The deadline is 22nd September 2023.

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/23/02689/FULL - 58 Rowan Crescent, Biggleswade, SG18 0PG**

Single storey side extension and installation of new access ramp at front and rear of the property.

b. **CB/23/02695/FULL - 43 St Johns Street, Biggleswade, SG18 0BT**

Single storey front porch extension.

c. **CB/TRE/23/00382 - The Close Cottage, 17A Shortmead Street, Biggleswade, SG18 0AT**

Works to a tree(s) protected by a Tree Preservation Order: MB//TPO/00004/G1 (T1) - Yew tree front of drive to remove leaning Ivy-covered stem over the drive back to crown break (T2) - Yew tree side of drive to dismantle to near ground level.

11. PLANNING APPLICATION OUTCOMES

- a. A report of the Planning Application Outcomes (by exception applications only) as of **Monday 4th September 2023**.

b. **The Red Lion Planning Appeal**

CB/22/00857/FULL & CB/22/01357/LB PINS refs: APP/P0240/W/22/3313193 & APP/P0240/Y/22/3313199

For Members to note that the Planning Inspectorate have sought to change the procedure of this appeal to an informal hearing. Dates provided for the hearing are Tuesday 21st and Wednesday 22nd November. A formal notification will be provided closer to the dates. This is an appeal against a planning application and listed building consent application which were refused by CBC under LPA refs. CB/22/00857/FULL and CB/22/01357/LB.

The applications had the following descriptions:

Conversion of former public house to one dwelling and demolition of a single storey rear extension with conversion of the outbuilding into garage and storage building

Listed Building: Conversion of former public house to one (1x) dwelling-house, demolition of single-storey rear extensions, and conversion of outbuilding into garaging and storage building

When a planning application and / or listed building application is refused, the applicant has a right to appeal the Council's decision, and this appeal is dealt with by the Planning Inspectorate who act on behalf of the Secretary of State for the Department for Levelling Up, Housing and Communities. The decision made was against both local policies (the Local Plan and Biggleswade Neighbourhood Plan) and national legislation (the NPPF), and likewise the Inspector will need to have regard to these policies.

The Town Council needs to determine if it wishes to attend the hearing and how it will be represented.

12. ACCOUNTS

- a. The Management Accounts report is attached in the agenda pack.

In addition, the usual financial documentation is available on the Council website as follows:

- i) Balance sheet to 31/08/23.
- ii) Detailed Income and Expenditure to 31/08/23.
- iii) Payment Listing from 01/08/23 to 31/08/23.
- iv) Summary Income and Expenditure to 31/08/23.

13. ITEMS FOR INFORMATION

None.

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_RyWN5MM3To6noCJwIMkBdA

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.

(None).

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 22nd AUGUST 2023
AT 7.00PM AT BIGGLESWADE TOWN COUNCIL OFFICES
THE OLD COURT HOUSE, 4 SAFFRON ROAD, BIGGLESWADE, SG18 8DL



PRESENT:

Cllr M Foster (Mayor)
Cllr I Agnew
Cllr D Albone
Cllr G Barrett
Cllr P Guilcher
Cllr M North
Cllr S Patel
Cllr M Russell
Cllr S Sajid
Cllr A Skilton
Cllr D Strachan
Cllr C Thomas
Cllr J Woodhead

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

Members of the Public – 1

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 M Knight (Deputy Mayor), Cllr J Jones.

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**

None.

4. **PUBLIC OPEN SESSION**

No member of the public wished to speak.

5. **INVITED SPEAKER**

None.

6. **MEMBERS' QUESTIONS**

Cllr Thomas inquired about the status of the Ivel Bicycles which were being stored at the Bowls Club.

The Town Clerk advised that they would be moved by the Public Realm Team to the depot this week.

Cllr Woodhead thanked Officers for helping to organise a visit to Tritax Symmetry recently. He noted that visit to the Noatum Logistics and Co-op Distribution Centre at Stratton Business Park was fascinating and hoped it would develop relations with Tritax going forward.

Cllr Woodhead also pointed to activity around the former Red Lion pub and reminded that the Council had rejected planning applications for a change of use for this building. He added that activity seemed to suggest that the building was being prepared for something else use other than a licensed premises. Cllr Woodhead asked that Officers escalate the matter to Central Bedfordshire Planning Enforcement to investigate a potential breach of planning regulations.

Cllr Strachan pointing to the draft minutes of the Biggleswade Joint Committee asked if it was correct that there would be only four Ward Members of the Committee.

Cllr Russell, who is the Vice-Chairman of the BJC confirmed that following a decision by CBC it was agreed that there would be four Ward Members and four BTC Members of the Joint Committee.

7. **MINUTES AND RECOMMENDATIONS OF MEETINGS**

- a. There were no amendments, and the Minutes were **APPROVED** as an accurate record of the Town Council Meeting held on Tuesday 8th August 2023.
- b. Members **NOTED** the Minutes of the Public Land & Open Spaces Committee.
- c. Members **NOTED** the Minutes of the Town Centre Management Committee.
- d. Members **NOTED** the Minutes of the Biggleswade Joint Committee

8. **MATTERS ARISING**

P10 Item 9d – Biggleswade Station Interchange – Bus Gate. Cllr Albane commented that in the previous Council meeting held on 8th August 2023, Members had resolved for Officers to write to CBC asking for further detail. He added that the Place Shaping Manager had briefed Members with more details in an email and asked if the item would come back to another

Council Meeting. The Mayor responded that Officers would be bringing the item to the next Council meeting to be held on Tuesday 12th September.

9. **ITEMS FOR CONSIDERATION**

a. **Meeting Structure Report**

The Head of Governance & Strategic Partnerships presented the report and thanked Members, for their inputs into the formulation of the report.

The Mayor expressed the view that the report provided some contextual and historical information for members to consider, and that members should focus on the objectives and recommendations within the report to move forward.

Members discussed the following:

- Time sensitivities of some agenda items.
- Central Bedfordshire Council's views on possible planning application extensions.
- Quorum for extraordinary meetings.
- Alternative meeting start and end times to the ones proposed in the report.
- Benefits / Impacts of changing to a one Full Council meeting per month format.
- Work-life balance for Members and Officers.

Pending an acceptable response from CBC regarding response deadlines to planning application feedback from the Council, Members **RESOLVED** to accept to trial monthly Council meetings, for a period of 6 months and that these meetings would be held on the 2nd Tuesday of the month.

Members **RESOLVED** that during the trial period for meetings to start at 7.00pm and continue until 9.30pm latest. If the business of the meeting cannot be completed by 9.30pm, business not completed should be deferred to the next Council meeting or an extraordinary meeting if required.

Members **RESOLVED** that all Committees should have four meetings a year and the scheduling should be cognisant of the budget setting for F&GP.

Members **RESOLVED** to not continue the Community Engagement Group meetings and to encourage members of the CEG to apply for co-option to the Biggleswade Joint Committee.

Before continuing with the meeting, the Mayor indicated that as other information was now available, he proposed for the Grasmere Road Network Rail Request Report to be discussed in the Exempt session. Members supported the proposal.

b. **Football Pitches Report**

The Head of Governance & Strategic Partnerships presented the report and noted it was a result of discussions with local football teams about the inadequate provision of smaller football pitches for the growing youth team demand.

Officers consider the Stratton Way ground to be better placed to accommodate the request to create two smaller pitches from a single large pitch, as the Eagle Farm Road pitch was too small and too close to homes.

Members **RESOLVED** to **DEFER** the item until a report, including football bookings for the new season at the Stratton Way football pitch, can be brought to a future meeting.

c. **Drove Road Chapel Update**

The Place Shaping Manager presented the report and noted that Officers were receiving weekly updates on progress relating to outstanding items and specification items.

Member **RESOLVED** to agree to the recommendations that:

- Officers instruct the external project manager to proceed with option two of rebuilding the defective boundary wall at a cost of £17,450, sourced from the PWLB budget of £155,304.
- Discretion of up to £5,000 is provided to the external project manager to manage spend related to the agreed specification items for phase two.

d. **Car Park Repairs - Potholes**

The Place Shaping Manager presented the report and explained that Officers had obtained seven quotes for the car park pothole repairs.

Members **RESOLVED** to accept the recommendation for the quote submitted by Linkway Surfacing to repair potholes at White Hart and Dan Albone car parks for £3,800, using a virement from Market Square Rates.

10. **PLANNING APPLICATIONS**

a. **CB/23/02478/FULL - 12 Gilbert Avenue, Biggleswade, SG18 8FZ**

Loft conversion with rear dormer and front rooflights.

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

b. **CB/23/02602/FULL - 16 Tate Drive, Biggleswade, SG18 8UD**

Proposed (retrospective) single storey rear extension (sunroom).

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

c. **CB/23/02211/FULL - 5 Kingsfield Road, Biggleswade, SG18 8AT**

Alteration to shop front to include a new collection point for medication.

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

Members hoped that this would have the added benefit of alleviating the queues which formed at this shop.

d. **CB/23/02514/DOC – Land to North of Lindsell’s Level Crossing, Biggleswade, SG18 0AD**

Discharge of Condition 7 against planning permission CB/22/04935/VOC (Variation of condition number 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).

The Town Council has **NO OBJECTION** to the Discharge of Condition 7 relating to artwork.

11. PLANNING APPLICATION OUTCOMES

This report was **NOTED**.

12. ACCOUNTS

- a. None.

13. ITEMS FOR INFORMATION

a. Bigg Eats Event Update

The Place Shaping Manager spoke about the event and indicated Officers' perception that it was a success. He explained that social media around the organisation and feedback from the traders was positive.

The Place Shaping Manager pointed out that learning from the event included deterring attendees from climbing over the war memorial, which was something the organisers attempted to do with temporary signage, and seating.

Following a recent meeting with the Royal British Legion it was agreed that the war memorial should be fenced off for all future events.

Members also discussed the following for future events:

- The possibility of the Royal British Legion attending to deter people away from the memorial.
- Appropriate fencing erected around the war memorial with enhanced signage to prevent people from entering during the event.
- The provision of larger bins or additional bins
- Officers to liaise with the organisers to ensure that more seating is provided for the next event.
- The next event is to be held on Thursday 14th September which will include a full road closure on Market Place.

Members **NOTED** the report.

b. Barclays Bank Vehicle Parking

The Place Shaping Manager presented the report and explained that as of 18th August, Barclays Bank had closed their Biggleswade Branch and would be using the Biggleswade Library to base their personal banker intermittently once the library re-opens. Until that time Officers have agreed that the Bank can park their mobile personal banking van at the White Hart Car Park every Friday for approximately six weeks.

Members **NOTED** the report.

14. PUBLIC OPEN SESSION

No one from the public wished to speak.

15. **EXEMPT**

a. **Grasmere Road Network Rail Request Report**

Members discussed the report and **RESOLVED** to accept the recommendation to accept the increased licence offer and noted that were the works to take less time this would be better for the community.

b. **Kings Reach**

Members discussed the item and **AGREED** to discuss it in further detail at the next Capital Assets Working Group meeting. It was noted that Officers would seek to obtain information from the developer ahead of 12th September Town Council meeting agenda.

c. **Kitelands Play Area**

Members discussed various options relating to Kitelands Recreation Ground and the proposal for two tranches of external funding and **AGREED** to bring the item to the agenda of the Public Land & Open Spaces Committee meeting in October.

d. **Minutes & Recommendations of the Personnel Meeting**

Members **NOTED** the Draft Minutes of the Personnel Committee.

Members **RESOLVED** to accept the recommendations, with the exception of the review of the Council's Capability Procedure which was not considered necessary.

The Chairman of the Personnel Committee will further review the minutes to ensure that they properly reflect the delegated powers of the Committee under the Council's Scheme of Delegation. Members to consider whether the delegated powers of the Personnel Committee needed to be updated at a future meeting.

The Mayor closed the meeting at **9.40pm**.



MINUTES OF THE FINANCE & GENERAL PURPOSES COMMITTEE
MEETING ON TUESDAY 18th JULY 2023 AT THE OFFICES OF
BIGGLESWADE TOWN COUNCIL, THE OLD COURT HOUSE, 4
SAFFRON ROAD, BIGGLESWADE COMMENCING AT 7.00PM



PRESENT:

Cllr D Strachan (Chairman)
Cllr I Agnew (Deputy Chairman)
Cllr D Albone
Cllr M Foster (ex-officio voting Member)
Cllr M Knight (ex-officio voting Member)
Cllr M North
Cllr S Sajid
Cllr C Thomas

Mr P Tarrant – Town Clerk & Chief Executive
Mr R Youngs – Finance Manager
Ms F Gumush – Meetings Administrator

Members of the Public – 0

Meeting Formalities:

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

1. APOLOGIES FOR ABSENCE

Cllr G Barrett, Cllr M Russell.

2. DECLARATIONS OF INTEREST

a. Disclosable Pecuniary interests in any agenda item:

None.

b. Non-Pecuniary interests in any agenda item:

None.

3. **CHAIRMAN'S ANNOUNCEMENTS**

The Chairman had no announcements.

4. **PUBLIC OPEN SESSION**

No member of the public wished to speak.

5. **INVITED SPEAKER**

No guest speaker was invited.

6. **MEMBERS' QUESTIONS**

There were no questions.

7. **MINUTES AND RECOMMENDATIONS OF MEETINGS**

No amendments were made to the minutes.

The Minutes were **APPROVED** as an accurate record of the Finance & General Purposes Committee held on Tuesday 21st March 2023.

8. **MATTERS ARISING**

None.

9. **ITEMS FOR CONSIDERATION**

a. **New Financial Reports**

The Finance Manager presented the report and indicated that although the process had been long, it was their aim to present the reports in a more concise and succinct manner.

The Chairman indicated that all the information will still be available to Members and to the public via the website.

Members discussed the reports and noted that Option A, which shows income and expenditure per cost centre with a summary commentary was very useful. The projected outturn is added as an additional column to indicate the current position.

Members indicated that the commentary notes were also helpful for the public when examining the financial reports.

Members **RESOLVED** to accept the recommendation to approve Option A.

b. **Sourcing of Growth Items**

The Finance Manager presented the report which noted that Officers have identified several new budgetary cost pressures for which virements will be required to source funding.

The Town Clerk & Chief Executive noted that there are other emerging growth items which Officers are not yet ready to offer a solution for. He added that these will be monitored, and a further report put forward to determine which budgets can be vired to cover the emerging items.

Members questioned the higher bank charges due to the use of three credit card machines and asked about the possibility of reducing the number of machines in use and as an alternative suggested purchasing a credit card machine outright.

Members also noted the £1,500 cost for the website and asked whether this was for business as usual or to fund some additional functionality which required consultancy.

The Town Clerk & Chief Executive highlighted that there is an ongoing maintenance agreement with the IT provider and there has been price inflation associated with that. However currently there is not any additional project work going on. Therefore, Officers will come back to the Committee with recommendations in a detailed report.

Members queried the emerging cost of the Councillor training and indicated that in four years' time maybe this could be budgeted so that there isn't a need for virement.

The Deputy Chairman suggested that ahead of the next F&GP Meeting, a meeting of the Chair, Deputy and Officers could be organised so that quotes and a better understanding of the emerging costs can be ascertained.

Members **RESOLVED** to accept the recommendation to approve the four requested virements with a view to Officers,

- investigating the banking charges regarding the credit card machines and seeing if there was an alternative to reduce these,
- looking into further detail regarding the website before reporting back to the Committee.

10. **ITEMS FOR INFORMATION**

a. **Finance Review Update.**

The Finance Manager presented the report which was an overview of the continued progression of the Finance Review and that the Appendix provided gave a full breakdown of each review plan item.

Members **NOTED** the report.

b. **Unity Trust Bank Update**

The Finance Manager presented the report which noted that the move to Unity Trust Bank had been successful and the monthly BACS run was running smoothly. The report set out the success and challenges.

The Finance Manager advised that on balance the positives of the move to Unity Trust Bank significantly outweighed the challenges.

Members **NOTED** the report.

c. **Bank Signatories Update**

The Finance Manager presented the report and indicated that all new Member signatories would be receiving details over the next 14 days to complete the registration process application.

Members **NOTED** the report.

d. **Quarterly Bank Reconciliations**

The Finance Manager presented the report and thanked Cllr Woodhead for giving his time and assistance with approving the reconciliation of the bank statements to the accounting reports for the quarter end to 30th June 2023.

It was noted that assistance with approving the reconciliation of accounts and statements were carried out on a rotating voluntary basis of Members from the F&GP Committee.

Members **NOTED** the report and the supporting documentation.

e. **Virements Quarterly Report**

The Finance Manager presented the report and noted there had been two virements only during the short time frame and expected that there would be several more in the second quarter as spending patterns became clearer.

Members **NOTED** the report.

f. **Risk Management Update Report**

The Finance Manager presented the report and advised that the live Risk Management document is now on the Councillor Sharepoint page for viewing.

Of the three highlighted risks, Officers consider that the ICT security risk is being mitigated by the introduction of IT training to Staff and Members.

With regards to the Bank data risk, Officers will be presenting a report on this to Town Council on 25th July which will include recommendations for mitigation.

With regards to Public Realm fleet age and condition, it should be noted that the fleet is old and ageing. As mitigation, the Council has set aside funds sufficient for repairs and maintenance.

The Finance Manager noted that Officers will continue to monitor fleet usage and condition and assume there will be further calls on repairs and maintenance for vehicles and equipment.

Members **AGREED** to note the report.

g. **New Internal Auditor**

The Finance Manager noted that the new Internal Auditor, Heelis & Lodge, would be conducting their first visit on 11th October to review the accounts and procedures.

The Chairman requested that the Mayor, Deputy Mayor and Deputy Chairman of the Committee note the date so that along with the Chairman, they can meet the Internal Auditor in the interests of good governance.

Members **NOTED** the report.

h. **Contracts Database Update Report**

The Finance Manager presented the report and advised that the database was a live document which Councillors could view on Sharepoint and shared the significant progress

Officers had made to cleanse the database, leaving two contracts which had approaching expiry dates.

The two remaining relate to telephony which expires in October 2023 and waste removal which expires in April 2024.

The Finance Manager advised that Officers are presently tendering for the VOIP telephony offer and a report will go prior to October 2023 on this topic.

Members **NOTED** the report.

11. PUBLIC OPEN SESSION

No member of the public wished to speak.

12. EXEMPT

(None)

The Chairman closed the meeting at **7.36pm**

BIGGLESWADE TOWN COUNCIL
Town Council Meeting 12th September 2023
Meetings Schedule Report

Implications of Recommendations

Corporate Strategy: Good Governance - ensure that the Town Council continues to operate within legislation, regulation, ethical guidelines and best practice.

Finance: Not applicable.

Equality: Not applicable.

Environment: Not applicable.

Community Safety: Not applicable.

Background:

The Town Council resolved at its meeting on 22nd August as follows;

‘Members RESOLVED to accept to trial monthly Council meetings, for a period of 6 months and that these meetings would be held on the second Tuesday of the month.

Members RESOLVED that during the trial period for meetings to start at 7.00pm and continue until 9.30pm latest. If the business of the meeting cannot be completed by 9.30pm, business not completed should be deferred to the next Council meeting or an extraordinary meeting if required.

Members RESOLVED that all Committees should have four meetings a year and the scheduling should be cognisant of the budget setting for F&GP.’

Summary:

Appendix A sets out a proposed new meetings schedule within the current municipal year for consideration by Members. The schedule implements the detail of the resolution. An additional PLOS Committee meeting and an additional TCM Committee meeting have been included in the schedule to ensure that those committees meet the four meetings threshold over the Municipal year. The proposed meetings schedule has been extended into the next Municipal year for ease of reading.

Thanks go out to the Mayor and Deputy Mayor for critiquing the new schedule.

Recommendation:

For Members to consider this report and agree to the proposed new meetings schedule in Appendix A. This will enable Officers to update the Town Council noticeboards and website.

Karim Hosseini
Head of Governance & Strategic Partnerships

Appendix A: New meetings schedule 2023-2024



Appendix A

MEETING DATES FOR 2023



MEMBERS OF THE PUBLIC AND PRESS ARE WELCOME TO ATTEND

DATE	TIME	MEETING
12 th September	7.00 pm	Council
19 th September	7.00 pm	Finance & General Purposes
26 th September	7.00 pm	Council – Reserve Meeting
3 rd October	7.00 pm	Public Land & Open Spaces
10 th October	7.00 pm	Council
12 th October	7.00 pm	Biggleswade J C
17 th October	7.00 pm	Town Centre Management
24 th October	7.00 pm	Council – Reserve Meeting
31 st October		
7 th November	7.00 pm	Personnel
14 th November	7.00 pm	Council
21 st November		
28 th November	7.00 pm	Council – Reserve Meeting
5 th December	7.00 pm	Finance & General Purposes
12 th December	7.00 pm	Council
19 th December		

MEETING DATES FOR 2024

MEMBERS OF THE PUBLIC AND PRESS ARE WELCOME TO ATTEND

DATE	TIME	MEETING
2nd January		
9th January	7.00 pm	Council
16th January	7.00 pm	Finance and General Purposes
18th January	7.00 pm	Biggleswade J C
23rd January	7.00 pm	Council - Precept meeting
30th January	7.00 pm	Public Lands & Open Spaces
6th February	7.00 pm	Personnel
13th February	7.00 pm	Council
20th February	7.00 pm	Town Centre Management
27th February	7.00 pm	Council – Reserve Meeting
5th March		
12th March	7.00 pm	Council
19th March	7.00 pm	Finance and General Purposes
26th March	7.00 pm	Council – Reserve Meeting
2nd April	7.00 pm	Public Lands & Open Spaces
9th April	7.00 pm	Council
16th April	7.00 pm	Town Centre Management
23rd April	7.00 pm	Council – Reserve Meeting
25th April	7.00 pm	Biggleswade J C
30th April	7.30 pm	Annual Assembly

New Municipal Year		
7th May		
14th May	7.00 pm	Annual Statutory Council
21st May	7.00 pm	Personnel
28th May	7.00 pm	Council – Reserve Meeting

Biggleswade Joint Committee Meeting dates are subject to change subject to CBC scheduling.



PUBLIC NOTICE

CENTRAL BEDFORDSHIRE COUNCIL PROPOSES TO INTRODUCE A PART TIME NO-ENTRY ON LAWNSIDE, BIGGLESWADE

Reason for proposal: The proposed Order is considered necessary for avoiding danger to persons or other traffic using the road or any other road and for preventing the likelihood of any such danger arising.

Effect of the Order

To introduce No-Entry Monday to Friday between 7:30am and 8:30am and 2:30pm to 3:30pm on the following road in Biggleswade:-

1. Lawnside, at the junction with Lawrence Road and Auckland Road.

Details may also be viewed online at www.centralbedfordshire.gov.uk/publicstatutorynotices.

Comments should be sent by e-mail to highways.consultation@centralbedfordshire.gov.uk by 08 September 2023. Any objections must state the grounds on which they are made **and must quote unique reference number A00407**. If you want to send in your comments in writing please send them to the address shown below FAO Emily Hirst.

Please note that any comments received will be redacted of personal information and uploaded onto the Central Bedfordshire Council website as part of a report on the scheme a few days before the proposal is discussed at the relevant Traffic Management Meeting, where it will remain in the public domain. If you do not wish for your comments to be part of the report please state this explicitly within your response.

Order Title: If made will be "Central Bedfordshire Council (Lawnside Road, Biggleswade) (No-Entry) Order 202^{*}"

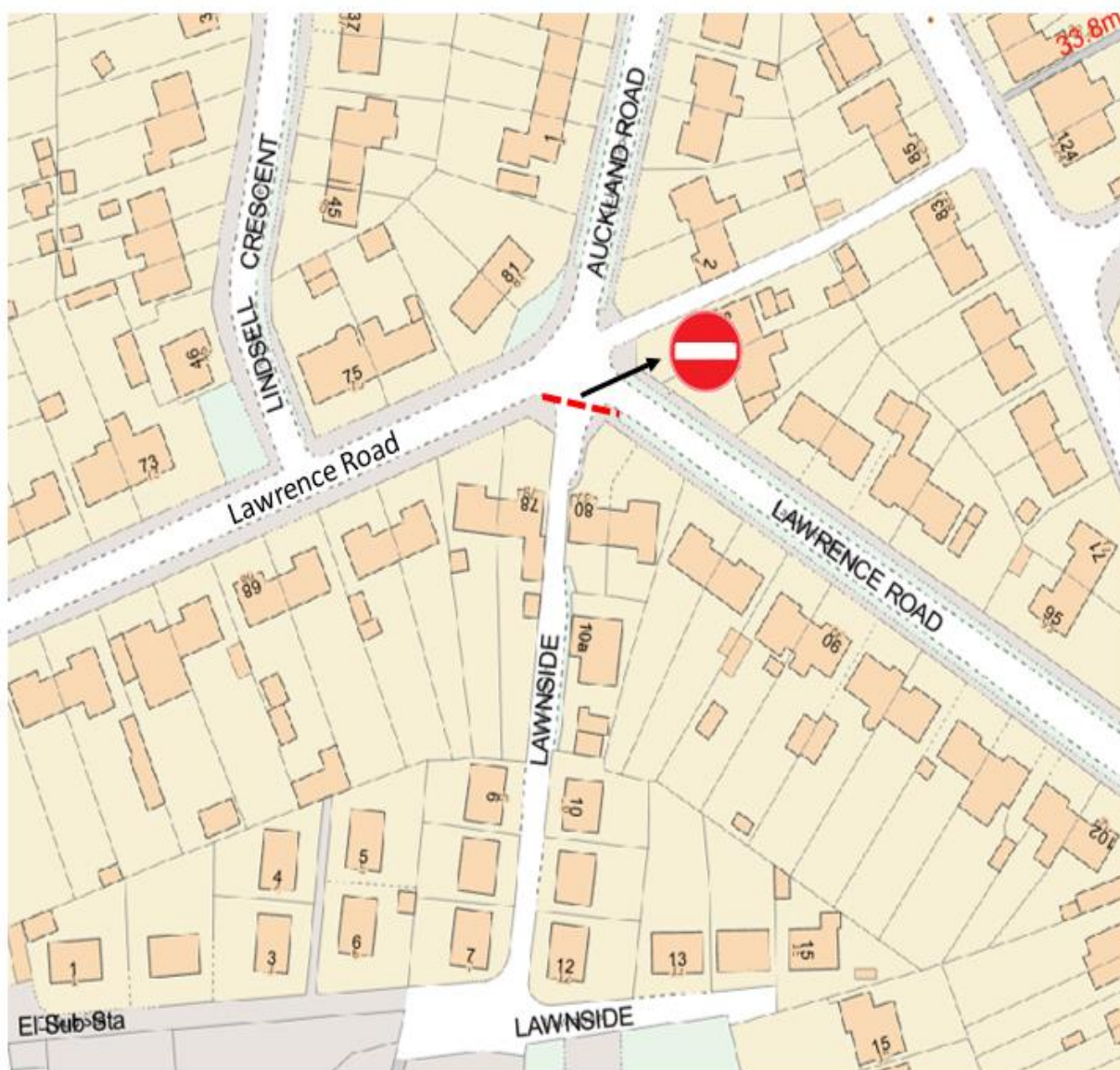
Central Bedfordshire Council
Priory House
Chicksands
Shefford SG17 5TQ

Gary Powell
Assistant Director
Highways

18 August 2023

Lawnside, Biggleswade – Part Time No Entry Proposal

(Monday – Friday between 7:30am and 8:30am and 2:30pm to 3:30pm)



OUTCOME OF CBC DETERMINED PLANNING					
Address	Application No.	Committee date	BTC Decision 2020-2023	Description	Central Beds Outcome/DATE
High Street,8, Biggleswade, SG18 0JL	22/04939/ADV	14/03/2023	The Town council objects to the planning application on the grounds that - a. The building is in a conservation area. No consideration has been given to this in the application. b. It is visually disruptive to the street scene. And c. It is inconsistent with the Central Bedfordshire design principles.	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 luminated, 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	1) This consent is limited to a period of five years from the date of this decision. Reason: To comply with Regulation 14 of the Town and Country Planning (Control of Advertisements) (England) Regulations 2007. 2) No advertisement is to be displayed without the permission of the owner of the site or any other person with an interest in the site entitled to grant permission. 3) No advertisement shall be sited or displayed so as to - endanger persons using any highway, railway, waterway, dock, harbour or aerodrome (civil or military); obscure, or hinder the ready interpretation of, any traffic sign, railway signal or aid to navigation by water or air; or c. hinder the operation of any device used for the purpose of security or surveillance or formeaasuring the speed of any vehicle. 4) Any advertisement displayed, and any site used for the display of advertisements, shall be maintained in a condition that does not impair the visual amenity of the site. (continued below)
					5) Any structure or hoarding erected or used principally for the purpose of displaying advertisements shall be maintained in a condition that does not endanger the public. 6) Where any advertisement is required under these Regulations to be removed, the site shall be left in a condition that does not endanger the public or impair visual amenity. Reason: Conditions 2-6: To comply with the provisions of Schedule 2 (Regulation 2 (1) of the Town and Country Planning (Control of Advertisements) (England) Regulations 2007. 7) All works shown on plan numbers: CBC01, Project J28216 Rev #0 Rev 1 (Pages 1,2,3,8 & 9) shall be fully carried out within six months of the date of this permission. Reason: To identify the approved plan/s to avoid doubt, as the application has been made in part retrospectively to ensure the approved works are undertaken.
Havelock Road, 36, Biggleswade, SG18 0DH	23/02044/FULL	25/07/2023	The Council OBJECTS to this planning application based on the following points of: •Overdevelopment. •Adverse impact on the street scene. •Lack of parking for visitors in an area that already suffers from congested and dangerous parking"	New build two storey detached dwelling with dedicated off-road parking.	Full Application Refused.

Home Farm House, Dunton Lane, Biggleswade, SG18 8QU	23/01989/FULL	11/07/2023	The Town Council OBJECTS to this application on the grounds that: <ul style="list-style-type: none">•It is a development outside of the Green Wheel.•Entrance and exit to the site is on a blind corner and close to a roundabout and therefore unsafe.•It will add to the congestion in accessing the A1 and will lead to a potentially dangerous right of way issue.•It is deemed as overdevelopment.	Erection of 9 new dwelling houses following the demolition of the existing dwelling house and all associated outbuildings.	Awaiting Outcome
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)	Discharge of Condition Decision Released
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
Land South of Potton Road, Biggleswade	23/02014/SECM		The Town Council OBJECTS to this application on the grounds that: <ul style="list-style-type: none">•There is insufficient background information,•There is not enough information regarding the outcome on crime and other activities if the mounds are removed,•The CCTV implications for this area are unknown.	Modification of Section 106 Agreement attached to planning permission MB/05/01477/OUT Residential development (all matters reserved except means of access) This application seeks to remove the CCTV contribution.	Awaiting Outcome
Unit P, A1 London Retail Park, London Road, Biggleswade, SG18 8NE	23/01105/FULL	08/08/2023	Members OBJECT to this planning application on the grounds that: <ul style="list-style-type: none">• There will be a loss of parking spaces.• There is potential risk to public safety due to the transporters loading and unloading within the main car park deliveries for all other businesses on the retail park take place in designated loading areas away from the public.	Stationing of a pod to the car park (for We Buy Any Car) retrospective.	Awaiting Outcome
Unit P, A1 London Retail Park, London Road, Biggleswade, SG18 8NE	23/01106/ADV	08/08/23	Members OBJECT to this planning application on the grounds that: <ul style="list-style-type: none">• There will be a loss of parking spaces.• There is potential risk to public safety due to the transporters loading and unloading within the main car park deliveries for all other businesses on the retail park take place in designated loading areas away from the public.	Advertisement: Fascia signage consisting of various vinyl signs (Retrospective).	Awaiting Outcome

Woodlands, 11 & 12, Dunton Lane, Biggleswade, Bedfordshire, SG18 8QU	22/04516/REG3	25/07/2023	<p>The Town Council wished to reiterate their former objection as set out previously following Council meetings on 10/01/23 and 14/02/23.</p> <p>The Town Council OBJECTS to some aspects of the proposed development.</p> <p>The application calls for a 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 which should be stationed further away from the road and that is not the case with this proposal.</p> <p>The Town Council has objected previously and on this occasion on the grounds of noise pollution from the road. Permanent pitches stationed near the road will obviously make the noise pollution situation worse.</p> <p>The Town Council also objects on the grounds that currently visitors temporarily use the transit pitches; once these are made permanent there will be no provision for temporary visitors.</p>	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 Outcome
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BIGGLESWADE TOWN COUNCIL
Town Council 12th September 2023
Financial Management Report for August 2023

Implications of Recommendations

Corporate Strategy: In line with the Council's Corporate Aspirations 2021-25, implementation of improved financial reporting, with enhanced openness and professionalism.

Finance: Improved financial reporting with commentary for further context.

Equality: Not applicable.

Environment: Not applicable.

Community Safety: Not applicable.

Background

Members resolved to support the implementation of Financial Management Report Option A at the Town Council meeting held on the 8th August, 2023 as the main method of financial reporting in the future. This replaces the previous four reports being brought to Council each month. The usual reports will still be produced each month-end and are available on the Council's website. The usual reports for August 2023 are available under Finance Transparency Documents.

The Financial Management Report for August 2023 is available as Appendix A.

Recommendation:

Officers recommend that Members consider and approve the August 2023 Financial Management report.

Rob Youngs
Head of Finance and Deputy RFO

Appendix A: August 2023 Financial Management report.

	Actual FY22/3	Actual FY 23/4	Budget FY 23/4	Variance FY 23/4	Projected Outturn FY23/4	Committed Expenditure	COMMENTARY
Income	8147	8730	9500	(770)	9500		Annual renewal sales invoices created in August. Vandal lock £600 and signs £160, not budgeted. Skip hire needed for substantial waste clearance.
Expenditure	3107	3254	865	(2389)	2547		
Movement to/(from) Gen Reserve	5040	5476	8635	(3159)	6953		
Income	40658	12455	38745	(26290)	38745		Expected higher income in winter, will review projected outturn after 6 months. Rates £0.6K under budget. Electricity projected at £1.5K (£1K over budget) based on recent bills. Water projected at £0.15K over budget based April and May bill.
Expenditure	8525	3079	7775	4268	8493	428	
Movement to/(from) Gen Reserve	32133	9376	30970	(21594)	30252		
Income	41445	18761	44000	(25239)	45500		New machines due imminently. £12.5K PO Smart City 7 car park new machines.
Expenditure	83685	25488	78826	27489	89140	25849	
Movement to/(from) Gen Reserve	(42,239)	(6727)	(34826)	28099	(43640)		
Income	18527	9755	20000	(10245)	25040		Income projected £25K, £5K over budget due to improved Saturday business, Tuesday remains weak. Virement to car parks for £3.8K, permissible as rates bill much lower than budget.
Expenditure	24665	991	4300	2969	4512	340	
Movement to/(from) Gen Reserve	(6,138)	8764	15700	(6936)	20528		
Income	865	4400	200	4200	4600		Includes £4.2K S106 monies for CCTV. £7K vired out of Christmas lights as over budgeted.
Expenditure	114526	8836	42400	12398	42100	21166	
Movement to/(from) Gen Reserve	(113,662)	(4436)	(42200)	37764	(37500)		
Income	6248	0	0	0	0		£155K PWLB remains unspent from 22/23 loan.
Expenditure	22007	96764	109472	2321	117231	10387	
Movement to/(from) Gen Reserve	(15759)	(96764)	(109472)	12708	(117231)		
Expenditure	22497	43	3350	2818	2280	489	Costs are as expected. First precept received in April, next due in Oct. External Audit fees imminent as work completed.
Income	1440282	777100	1539241	(762141)	1545241		
Expenditure	4420	2340	2340	0	2340		
Movement to/(from) Gen Reserve	1435862	774717	1533551	(764959)	1540621		Subscriptions projected outturn £4K, £1.5K over budget. Includes successful Pub Quiz evening. Expenditure matches above, all others on budget.
Expenditure	15358	3687	9500	5790	11200	23	
Income	2580	1394	0	1394	3652		
Expenditure	2466	3682	2250	(1840)	5902	408	Income projected at £51K, £12K over budget, slightly reduced after a weak August, with less regular bookings. Refuse collection now includes green waste, projected cost £5K versus £1.5K budget.
Movement to/(from) Gen Reserve	114	(5975)	(11750)	5775	(13450)		
Income	45341	20498	38700	(18202)	51000		
Expenditure	94187	10894	33300	22406	33700		Football bookings to transfer online shortly. Refuse collection now includes green waste, projected cost £7.8K versus £2.5K budget. Electricity projected slightly lower than budget.
Movement to/(from) Gen Reserve	(48,845)	9604	5400	(4204)	17300		
Income	19613	1100	13650	(12550)	14750		
Expenditure	81884	21559	47600	23669	46842	2372	Dividends on Common ground, not budgeted. Projected spend £1.2m, close to budget. Salaries £4K under, but mobile telephones £2K over (budget lower than 22/23 actual).
Movement to/(from) Gen Reserve	(62,270)	(20459)	(33950)	13491	(32092)		
Income	3148	410	0	410	410		
Expenditure	775269	489261	1201096	703714	1210377	8121	Rent of old depot - £1.75K per quarter, on budget. Spend close to budget. Vehicle insurance £2K and vehicle leasing £13K saving due to lawn mower only expected in December.
Movement to/(from) Gen Reserve	(774,021)	(488851)	(1201096)	712245	(1209967)		
Income	4497	1750	7000	(5250)	7000		
Expenditure	472097	65909	168192	98856	166008	3427	GRAND TOTALS
Movement to/(from) Gen Reserve	(462,951)	(64159)	(161192)	97033	(159008)		
Income	1631351	856353	1711036	(854683)	1745438		
Expenditure	1724693	735787	1711266	902469	1742672	73010	Movement to/(from) Gen Reserve
Movement to/(from) Gen Reserve	(88,153)	120566	(230)		2766		

