



**-MINUTES OF THE BIGGLESWADE ANNUAL STATUTORY MEETING**  
**HELD ON TUESDAY 13<sup>th</sup> May 2025**  
**AT 7.00PM AT BIGGLESWADE TOWN COUNCIL OFFICES**  
**THE OLD COURT HOUSE, 4 SAFFRON ROAD, BIGGLESWADE, SG18 8DL**

**PRESENT:**

Cllr. J Woodhead (Mayor)  
 Cllr. D Albone (Deputy Mayor)  
 Cllr. I Agnew  
 Cllr. G Barrett  
 Cllr. M Foster  
 Cllr. J Jones  
 Cllr. M Knight  
 Cllr. M North  
 Cllr. M Russell  
 Cllr. A Skilton  
 Cllr. D Strachan  
 Cllr. C Thomas

Mr P Tarrant – Town Clerk & Chief Executive  
 Mr K Hosseini – Head of Governance & Strategic Partnerships  
 Mr E Bour – Head of Finance & Deputy RFO  
 Mr I Campbell – Community Development Manager  
 Mr H Henderson – Public Realm Manager  
 Ms F Gumush – Deputy Administration & HR Manager  
 Miss A Green – Committee Clerk

Members of the Public – 0

**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. ELECTION OF TOWN MAYOR FOR THE YEAR 2025/26**

- a. It was **RESOLVED** that Cllr. Jonathan Woodhead be elected to the Office of Town Mayor of Biggleswade for the Municipal year 2025/26.

**2. DECLARATION OF ACCEPTANCE OF OFFICE**

- a. The Town Mayor, Cllr. J. Woodhead signed the Declaration of Acceptance of Office.

Following his election as Town Mayor, Cllr Woodhead addressed the Council highlighting that he was honoured to be elected as Mayor. He stated that Biggleswade is a wonderful community and conveyed his pride in being part of the Town Council. Cllr Woodhead emphasised during his mayoral term, he is committed to recognising the valuable contributions of local charities, organisations, and businesses within the community.

He invited Members to inform him of any business and charities they feel are currently overlooked, as he is eager to shine a spotlight on their efforts and ensure they receive the recognition they deserve. He concluded by affirming his intention to help foster a stronger, healthier, and more vibrant town throughout his tenure. Details of his selected mayoral charities will be announced in the near future.

**3. ELECTION OF DEPUTY TOWN MAYOR**

- a. Upon completion of a paper ballot, it was **RESOLVED** that Cllr. David Albone be elected to the Office of Deputy Town Mayor of Biggleswade for the year 2025/26.

**4. DECLARATION OF ACCEPTANCE OF OFFICE**

- a. The Deputy Town Mayor, Cllr. D Albone signed the Declaration of Acceptance of Office.

**5. MEMBERSHIP OF STANDING COMMITTEES**

It was **RESOLVED** that the Membership of Standing Committees and the appointment of Chairmen and Deputy Chairmen are adopted as follows:

**a. PUBLIC LANDS AND OPEN SPACES (PLOS)**

Cllr. M Foster (Chairman). Cllr. M Knight (Deputy Chairman).

Cllr. I Agnew, Cllr. J Jones, Cllr. M North, Cllr. C Thomas, Cllr. A Skilton, Cllr. D Strachan, Cllr. J Woodhead (Ex-officio Member), Cllr. D Albone (Ex-officio Member).

**b. FINANCE & GENERAL PURPOSES**

Cllr. D Strachan (Chairman). Cllr. I Agnew (Deputy Chairman).

Cllr. M Foster, Cllr. M Knight, Cllr. M North, Cllr. M Russell, Cllr. C Thomas, Cllr. J Woodhead (Ex-officio Member), Cllr. D Albone (Ex-officio Member).

**c. PERSONNEL**

Cllr. M Russell (Chairman). Cllr. P Guilcher (Deputy Chairman).

Cllr. M Foster, Cllr. J Jones, Cllr. M. Knight, Cllr. D Strachan, Cllr. C Thomas, Cllr. J Woodhead (Ex-officio Member), Cllr. D Albone (Ex-officio Member).

**d. TOWN CENTRE MANAGEMENT**

Cllr. S Patel (Chairman). Cllr. G Barrett (Deputy Chairman).

Cllr. M Foster, Cllr. M Knight, Cllr. M North, Cllr. A Skilton, Cllr. D Strachan, Cllr. C Thomas, Cllr. J Woodhead (Ex-officio Member), Cllr. D Albone (Ex-officio Member).

**e. APPEALS**

Cllr. S Patel (Chairman). Cllr. M North (Deputy Chairman).

Cllr. G Barrett, Cllr. A Skilton.

## **6. BIGGLESWADE JOINT COMMITTEE (BJC)**

Under the constitution for the Biggleswade Joint Committee, Members are elected annually to sit on this Committee. The composition of the Committee will be confirmed at the next BJC meeting on the Thursday 24<sup>th</sup> of July 2025.

It was **RESOLVED** that Town Council membership of the Biggleswade Joint Committee for 2025/2026 is as follows:

Cllr. (Chairman) - To be determined on the Thursday 24<sup>th</sup> of July 2025.      Cllr. (Deputy Chairman) - To be determined on the Thursday 24<sup>th</sup> of July 2025.

Cllr. M Russell, Cllr. D Albone, Cllr. G Barrett, Cllr. C Thomas.

Cllr. D Strachan (Substitute), Cllr. I Agnew (Substitute).

## **7. APPOINTMENT OF REPRESENTATIVES**

It was **RESOLVED** that the following Members be appointed for 2025/2026:

### **a. Bedfordshire Association of Town & Parish Councils**

Cllr. M Knight, Cllr. M North, Cllr. C Thomas.

### **b. Biggleswade Friendship Group**

Cllr. J Woodhead, Cllr. M Russell (Substitute).

### **c. Sir John Cotton Educational Foundation**

Cllr. J Woodhead, Cllr. M North.

### **d. Fen Reeves Meeting**

Cllr. M Russell, Cllr. A Skilton (Substitute).

### **e. Langford and Biggleswade Community Fund Group**

Cllr. J Jones, Cllr. M North.

### **f. Police Liaison Officer**

Cllr. P Guilcher, Cllr. S Patel (Substitute).

### **g. Biggleswade Green Wheel Development Group**

Cllr. D Albone, Cllr. M Foster, Cllr. A Skilton (Substitute).

## **8. APOLOGIES FOR ABSENCE**

Cllr. P Guilcher, Cllr. S Sajid, Cllr. S Patel.

**9. DECLARATIONS OF INTEREST**

**a. Disclosable Pecuniary interests in any agenda item.**

Cllr. Thomas – Item 16e.

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

None.

**10. TOWN MAYOR'S ANNOUNCEMENTS**

- a. The Mayor reported on his recent visit to Erlensee, accompanied by Councillor Russell, to mark the 25th anniversary of the town twinning. He invited Councillor Russell to address the Council, during which she informed Members that a commemorative plaque had been presented to the Mayor of Erlensee. The plaque acknowledges the 25th anniversary and in addition they were presented with a reproduction of an historic map of Biggleswade. Photographs of the commemorative items will be circulated to Members in due course.

**11. PUBLIC OPEN SESSION**

No member of the public wished to speak.

**12. INVITED SPEAKER**

- a. There were no invited speakers.

**13. MEMBERS' QUESTIONS**

- a. Members congratulated Cllr Woodhead on his election as Mayor.

Members also recognised Cllr Foster's commitment to being Mayor during his two-years of service. The Council formally thanked him for his efforts during his time as Mayor.

**14. MINUTES AND RECOMMENDATIONS OF MEETINGS**

- a. Minutes of the Town Council Meeting 8<sup>th</sup> April 2025. Pg. 15 – Item 9c:

Members requested that the existing wording within the minutes, "Cllr Russell justified the working group's decision...", be amended to 'explained' instead of 'justified'."

Subject to these amendments, the minutes were **APPROVED** as an accurate record of the Town Council Meeting held on Tuesday 08<sup>th</sup> April 2025.

- b. Members **NOTED** the minutes of the Finance & General Purposes Meeting held on Tuesday 18<sup>th</sup> March 2025.
- c. Members **NOTED** the minutes of the Public Lands & Open Spaces Meeting held on Tuesday 1<sup>st</sup> April 2025.
- d. Members **NOTED** the minutes of the Town Centre Management Meeting held on Tuesday 15<sup>th</sup> April 2025.

- e. Members **NOTED** the minutes of the Public Lands & Open Spaces Meeting held on Tuesday 22<sup>nd</sup> April 2025.

**15. MATTERS ARISING**

- a. Minutes of the Town Council Meeting 08/04/2025 - Public Open Session.

Cllr Woodhead asked whether a letter had been sent to Central Bedfordshire Council (CBC), as requested by Members. The Town Clerk and Chief Executive confirmed that the letter had been sent. The Mayor then requested that Officers circulate any response once it is received.

- b. Minutes of the Town Council Meeting 08/04/2025 – Items for Consideration: A1 Underpass.

Cllr Russell informed Members that Northill Parish Council have also supported the resolution, and communications have gone out to National Highways, CBC and the MP.

**16. ITEMS FOR CONSIDERATION**

- a. **Premises Licence Application - DRINK Tasting Room LTD**

Members considered the premises licence application submitted by DRINK Tasting Room LTD to CBC, seeking authorisation for the sale of alcohol on and off the premises Monday to Sunday 09:00 until 22:30, and the playing of recorded and live music all indoors Monday to Sunday 09:00 until 22:30.

The Town Council has **NO OBJECTION** to this application.

- b. **Street Naming - Symmetry Park, Phase 3, Biggleswade**

In line with the existing theming on **Symmetry Park**, Members suggested the following street names:

- Overlord
- Fortitude
- Horsa
- Spitfire
- Typhoon
- Halifax

Members **RESOLVED** to provide the above suggestions to CBC who will then make a determination.

- c. **Remembrance Day Parade**

Members noted that the inclusion of LGBTQ+ veterans and the laying of a wreath in the Remembrance Day Parade were not decisions of the Town Council, but rather by the Royal British Legion, however, Members suggested that the Town Council recommend the request outlined in the motion to the Royal British Legion.

Members **RESOLVED** to write to the Royal British Legion requesting the inclusion of LGBTQ+ veterans in the Annual Remembrance Day Parade, and that they allow a wreath to be laid in the memory of fallen LGBTQ+ service members.

d. **Biggleswade Pride Community**

The Chairman expressed a preference to consider this item as a single block rather than splitting it.

Members highlighted their understanding that the Council is unable to take any further action at this time, as Standing Orders recommend that a decision cannot be overturned within six months unless the following process is adhered to:

The process offers up three options:

- a) A decision (whether affirmative or negative) of the Council shall not be reversed within 6 months except by a special resolution, the written notice whereof bears the names of at least 5 Members of the Council, or by a resolution moved in pursuance of the report or recommendation of a Committee.
- b) When a special resolution or any other resolution moved under the provisions of paragraph a. of this Order has been disposed of no similar resolution may be moved within a further six months subject to Standing Order 30(a).
- c) Alternatively, Members could immediately decide to review their previous determination and as long as there is a majority the matter can be progressed. Whilst this is inconsistent with the Standing Orders it is not illegal. Standing Orders are there to act as a guide.

Members sought further clarification on whether the motion had to be taken as a single entity or if it could be divided into parts, given that the requests within the motion were not a direct match to the resolution previously made by the Council.

Ultimately, the Chair determined that it would be preferable to consider the motion as originally presented to the Council by the individual at the Annual Statutory Meeting.

As no resolution could be made on the matter, Members **AGREED** that it proceed to the next agenda item.

e. **Biggleswade Community Gardens**

The motion was outlined to Members.

Cllr. Thomas clarified that the Community Group was seeking the Town Council's support in engaging the public, not material assistance. He suggested that the Town Council would assist in raising public awareness of the project through methods such as advertising, social media posts, website posts ect.

Members welcomed the project and asked whether residents and commuters would be able to contribute ideas for the mural design. Cllr Thomas confirmed there would be a short consultation involving groups from across Biggleswade, with the aim of capturing a wide range of community views.

Members requested that further information be shared with Officers and Councillors to help raise awareness.

Cllr. Thomas stated that the Community Gardens organising committee would be meeting with the project funders on Friday, 16th May, and he will clarify with them when further details on the project can be released.

Members **RESOLVED** to support the Community Gardens motion and separately requested that the Town Council write to the Community Garden Group to request additional contextual information.

f. **Public Works Loan Application**

The Head of Finance and Deputy RFO outlined the report to Members.

At the Biggleswade Town Council Meeting on the 13<sup>th</sup> May 2025, it was **RESOLVED** to seek the approval of the Secretary of State for Housing, Communities & Local Government to apply for borrowing approval for a loan of £79,528 over the borrowing term of 15 years for the essential upgrade of the remaining play areas. The annual loan repayments will come to around £7,839.

It is also intended to increase the Council tax precept for the purpose of the loan repayments by 0.48% which is the equivalent of an additional £0.99 a year. This will be subject to a precept increase consultation.

Members **RESOLVED** to adopt the resolution as laid out in the report conscious that if successful the actual drawdown could not take place until in receipt of an additional resolution from Council.

g. **Proposed Temporary Road Closure – Saffron Rd, Biggleswade**

Members noted concerns about the proposed road closure, stating that a full closure could cut off access to certain areas. They highlighted that depending on the closure's location, traffic flow may need to be temporarily reversed to maintain access to Saffron Court.

Members also highlighted that the closure would limit access to the Town Council building and the Health Centre. While communications from Street Works suggest access may be available at times dependent on circumstances, Members felt BTC should write to CBC to insist that access to essential services (e.g. The Council building and the Health Centre) and residents' homes must be always maintained.

Members **RESOLVED** to respond to the Street Works Team, emphasising that residents must be able to access their homes, BTC staff and councillors must have access to the Town Council building, and essential services must remain accessible.

17. **PLANNING APPLICATIONS**

a. **CB/25/01086/FULL - 9 Jemmett Grove, Biggleswade, SG18 0QE**

Loft conversion with side dormer, roof lights and renewable energy panels. Erection of single storey side extension.

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

b. **CB/25/00991/FULL - 25 Nursery Close, Biggleswade, SG18 0HR**

Single storey front porch extension and first floor front extension with alteration to existing doors and windows.

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

c. **CB/25/00421/REG3 - Land to the North and South of Dunton Lane, Biggleswade**

Erection of a battery energy storage system (BESS) with associated access, landscaping and ancillary works.

The Town Council **STRONGLY OBJECTS** to this application based on reports by Landscape Officers on the lack of vegetation and landscaping and the Archaeology Officers who have indicated to the documented multi-period archaeological landscape.

d. **CB/25/01382/VOC - Land to the west of units 6 and 7 Albone Way, Biggleswade, SG18 8BN**

Variation of condition numbers 7 and 8 of planning permission CB/24/03438/FULL (Change of use to open storage (Use Class B8) and erection of perimeter fencing, double entrance gates and single swing gates and resurfacing (part retrospective)). Reason for variation, to enable installation of an external lighting scheme.

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

e. **CB/25/01337/FULL - 52 Stratton Way, Biggleswade, SG18 0NS**

Erection of single storey rear extension, and roof light.

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

**18. PLANNING APPLICATION OUTCOMES**

Members **NOTED** the report.

**19. ACCOUNTS**

**Financial Administration**

a. **March 2025 Accounts**

Members **NOTED** the draft financial documentation.

b. **2024/2025 Actual Outturn / Closedown of Accounts**

Members **NOTED** the date of the closedown of accounts.

c. **Annual Governance & Accountability Return**

Members **NOTED** the date.



### **13. ITEMS FOR INFORMATION**

#### **a. Bank Reconciliation**

The Head of Finance and Deputy RFO outlined the report to Members. He informed Members that the bank statements and reconciliations for the quarter ending 31st March 2025 were shared with Councillor Thomas and the RFO.

Members noted that, following the change of Mayor and Deputy Mayor, and change in leadership of other committees, the account signatories will need to be updated in future.

Members **NOTED** the report.

#### **b. Formal Complaint**

The Town Clerk and Chief Executive gave Members an overview of the complaint and the complaint handling process. He informed Members that this item was included on the agenda as it is a requirement of the policy to share this information with Members.

Members **NOTED** the information.

#### **c. Biggleswade FM**

Members **NOTED** the Letter of thanks.

#### **d. Bloomin' well CIC**

Members **NOTED** the Letter of thanks.

#### **e. Extra Ordinary Council Meeting 3rd June 2025**

Members **NOTED** the report.

### **20. PUBLIC OPEN SESSION**

No members of the public wished to speak.

### **21. EXEMPT**

#### **a. Exempt minutes of the Town Council Meeting held on 8th April 2025**

The minutes were **APPROVED** as an accurate record of the Town Council Meeting held on Tuesday 8<sup>th</sup> April 2025.

#### **b. Kings Reach Football Pitches Adoption Report**

Members discussed the report by the Head of Governance & Strategic Partnerships and **AGREED** to the recommendations subject to Members amendment.

The Mayor closed the meeting at **8:12 pm**