



**MINUTES OF THE BIGGLESWADE TOWN COUNCIL MEETING**  
**HELD ON TUESDAY 9<sup>th</sup> SEPTEMBER 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. M Foster  
Cllr. J Jones  
Cllr. M Knight  
Cllr. M North  
Cllr. M Russell  
Cllr. D Strachan

Mr P Tarrant – Town Clerk & Chief Executive  
Mr K Hosseini – Head of Governance & Strategic Partnerships  
Mr E Bour – Head of Finance & Deputy RFO  
Miss A Green – Committee Clerk

**IN ATTENDANCE ONLINE:**

Cllr. S Sajid  
Cllr. C Thomas

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. APOLOGIES FOR ABSENCE**

**a. Apologies were received from the following Members:**

Cllr. G Barrett, Cllr. P Guilcher, Cllr. A Skilton.

**b. The following Members were unable to attend in person but were in attendance remotely:**

Cllr. S Sajid, Cllr. C Thomas.

**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. The Mayor provided Members with an update on his recent civic engagements. Since the last Town Council meeting, the Mayor has undertaken the following activities:
- Visited Smith Myers Communications at the Stratton Business Park, alongside Cllr. D Albone (Deputy Mayor) and Cllr. C Thomas.
  - Opened the Biggleswade Volunteer Fair on Saturday, 6th September.
- b. Additionally, the Mayor highlighted two upcoming events in the town's events calendar: Bus Heritage Day, to be held on Sunday, 14th September, featuring restored heritage buses operating services to and from Biggleswade, Jordans Mill, Shuttleworth, and other local destinations as part of a celebration of vintage transport and engineering; and the Mayor's Charity Quiz, taking place on Thursday, 18th September.

**4. PUBLIC OPEN SESSION**

No members of the public were present either in person or online.

**5. INVITED SPEAKER**

- a. There were no invited speakers.

**6. MEMBERS' QUESTIONS**

- a. Cllr. Russell raised concerns regarding the ongoing rubbish problem in Bonds Lane, noting that the situation has worsened since the Town Council last discussed it. She reported that nearby businesses have expressed dissatisfaction, and the issue has escalated from unpleasant odours to the presence of rats in the area.

She also shared a resident's account of an incident in which a man arrived with a shopping trolley full of rubbish, added it to the existing waste pile, left the trolley behind, and walked away.

Members acknowledge the efforts of Cllr Fage, Cllr Whitaker, and other Ward councillors to address the issue of rubbish on Bonds Lane in the past but felt not enough is being done by CBC.

Members emphasised that the matter constituted a public health issue. Members proposed that the Town Council write again to Central Bedfordshire Council (CBC), not only addressing relevant officers but also directing correspondence to Cllr Zerny.

In addition to Members suggested that the local Member of Parliament be copied into the correspondence, given the seriousness of the issue. Furthermore, it was proposed that the Clerk make a telephone call to CBC's Chief Executive to express the Town Council's concern, particularly considering the improving working relationship with CBC.

Members **REQUESTED** that the Town Clerk write to Central Bedfordshire Council (CBC), Cllr Zerny, and the Member of Parliament for North Bedfordshire regarding the ongoing issue of rubbish in Bonds Lane.

Additionally, Members asked that the Town Clerk communicate the Town Council's concerns directly to the Chief Executive of CBC.

## **7. MINUTES AND RECOMMENDATIONS OF MEETINGS**

### **a. Pg 6 of Agenda - Pg 1 Minutes of Town Council 12<sup>th</sup> August:**

Cllr. Sajid was listed under both Section A and Section B of the Apologies for Absence portion of the minutes. This should be corrected to list Cllr Sajid only under Section B: "Members unable to attend in person but in attendance remotely," for accuracy.

### **Pg 10 of Agenda - Pg 6 Minutes of Town Council 12<sup>th</sup> August:**

Typographical error - BTC owned play area referred to as Lilac Road instead of Lilac Grove.

### **Pg 12 of Agenda - Pg 8 Minutes of Town Council 12<sup>th</sup> August:**

Members felt that the resolution "*Officers address the issues raised by Members*" lacked sufficient detail. They requested that the minutes include a clearer summary of Members' concerns and a more detailed resolution.

### **Pg 14 of Agenda - Pg 10 Minutes of Town Council 12<sup>th</sup> August:**

The wording "Members AGREED that the Town Clerk write to CBC providing evidence of CBC's previous commitment and ask that they provide further updates" should be amended to: "Members REQUESTED that the Town Clerk write to CBC, providing evidence of CBC's previous commitment and requesting further updates.

Subject to these amendments the Minutes were APPROVED as an accurate record of the Town Council Meeting held on 12<sup>th</sup> August 2025.

### **b. Members NOTED the minutes of the Finance and General Purposes Committee Meeting held on Tuesday 1st July 2025.**

## **8. MATTERS ARISING**

Minutes of Town Council 12th August - Members' Questions 6a:

Members enquired whether Officers had received a response from Chief Inspector Goldsmith regarding the concerns raised by Councillor Skilton in relation to anti-social behaviour and the community's perception of police inactivity.

The Town Clerk responded that he would need to check whether a response had been received.

## **9. ITEMS FOR CONSIDERATION**

### **a. Complaints Policy**

Members considered the report from the Administration & HR Manager.

Members RESOLVED to approve the adoption of the draft Complaints Policy.

b. **Change to Council Meeting Schedule**

Members expressed a clear preference for keeping Tuesdays reserved exclusively for matters relating to the Town Council.

They noted that it would have been preferable for the proposed meeting date to have been discussed by the Joint Committee, rather than CBC unilaterally suggesting a date.

It was **AGREED** that Officers would write to CBC to enquire whether the Capital Programme can be brought forward to the meeting scheduled for Tuesday, 23rd October 2025. Should this not be possible, Members **AGREED** to reschedule the meeting to Tuesday, 18th November 2025.

c. **Specialist Resource Provision at Sandy Secondary School**

Members welcomed the positive step of introducing a Specialist Resource Provision at Sandy Secondary School.

They expressed strong support for the initiative, noting that it provides young people with the opportunity to be educated alongside their peers while having their specific needs appropriately supported.

Members noted that the provision will benefit not only students in Sandy but also those in Biggleswade and the surrounding villages.

Members **NOTED** the information from CBC.

d. **Public Path Creation Order**

Members **NOTED** the path creation order received from CBC.

10. **PLANNING APPLICATIONS**

a. **CB/25/02436/FULL - 1 The Close, Biggleswade, SG18 0AT**

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

b. **CB/25/02239/FULL - 6 Windmill View, Biggleswade, SG18 8WP**

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

c. **CB/25/02421/FULL - 5 Windermere Drive, Biggleswade, SG18 8LR**

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

d. **CB/25/02202/FULL - 105 London Road, Biggleswade, SG18 8EE**

The Town Council **STRONGLY OBJECTS** to this application on the grounds that the proposed extension is overbearing to neighbouring properties and restricts their access to natural light. Additionally, the scale of the extension exceeds that of existing extensions in the surrounding area.

- e. **CB/25/02707/FULL - 162 London Road, Biggleswade, SG18 8EH**

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

**11. PLANNING APPLICATION OUTCOMES**

Members **NOTED** the report.

**12. ACCOUNTS**

**Financial Administration**

a. **Position & Accounts for July 2025.**

The Head of Finance and Deputy RFO outlined the Financial Management report for July 2025.

The projected outturn at month four indicates a potential year-end deficit of £11,339 for 2025–26.

If not offset by underspend within the existing budget or increased income (e.g. sponsorship, long-term lettings, advertising), the deficit will be covered by general reserves.

This will be kept under constant review.

Members **APPROVED** the report.

**13. ITEMS FOR INFORMATION**

- a. None.

**14. PUBLIC OPEN SESSION**

No members of the public were present either in person or online.

Members **RESOLVED** to go into the exempt session in view of the nature of the business to be discussed.

**15. EXEMPT**

a. **Exempt minutes of the Town Council Meeting 12th August 2025**

The exempt minutes were **APPROVED** as an accurate record of the Town Council Meeting held on 12<sup>th</sup> August 2025.

b. **Exempt minutes of the Finance and General Purposes Committee Meeting 1st July 2025**

Members **NOTED** the exempt minutes of the Finance and General Purposes Committee Meeting held on Tuesday 1st July 2025.

c. **2026/2027 Planning Cycle**

Members **RESOLVED** to amend the recommendations of the report and revert to the original planning cycle.

d. **Policing Update**

Members **NOTED** the update.

e. **Sports Provision Update**

Members **NOTED** the update.

f. **Benchmarking Report**

Members **NOTED** the report.

The Mayor closed the meeting at **7:31 pm**