

Ref: Agenda/Council110613

5 June 2013

To: All Town Councillors

Dear Sir or Madam

I hereby give notice that a meeting of the **Biggleswade Town Council** will take place on **Tuesday 11 June 2013** at the **Offices of Biggleswade Town Council, The Old Court House, 4 Saffron Road, Biggleswade** commencing at **7.00 pm** in order to transact the undermentioned items of business.

Yours faithfully



R.D.McGregor
Town Clerk

AGENDA

1. APOLOGIES

2. DECLARATION OF INTERESTS

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

Members may participate in and vote on matters before the Central Bedfordshire Council Development Control Committee on which they have already expressed a concluded view in their position as a Town Councillor so long as they declare their membership of the Town Council and the way they voted on the Town Council consideration of the application.

In addition, the decisions of the Town Council in respect of planning applications would not be binding on those members of the Council who hold office at the Town Council and the Central Bedfordshire Council Development Control Committee.

3. PUBLIC OPEN SESSION

A period of up to 15 minutes is permitted to allow members of the public to ask questions that are pertaining to matters listed on this Agenda.

4. INVITED SPEAKER

There is no invited speaker.

5. MEMBERS QUESTIONS

6. MINUTES AND RECOMMENDATIONS OF MEETINGS

- a. For Members to receive and approve the minutes of the Annual Statutory meeting held on 14 May 2013 at the Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade.

b. **Provisional Minutes of the Joint Committee meeting held on 17 April 2013**

For Members to receive provisional minutes of the Joint Committee meeting held on 17 April 2013.

- c. For Members to **approve the recommendations** of the Finance & General Purpose committee held on 21 May 2013.

Items as listed on the F&GP agenda:

6) ITEMS FOR CONSIDERATION

a) **Financial Risk Assessment and Review**

For members to consider and review the Financial Risk Assessment.

Cllr B Rix felt that additional information was required on the assessment to include the impact, ownership and further actions.

The amended risk assessment will go forward to the next meeting of the Finance and General Purposes Committee 16th July 2013.

b) **Public Liability**

For members to consider and review the Public Liability Insurance featured on page 5 of the Insurance Policy.

Members **RECOMMENDED** that the internal auditor comment on the level of public liability.

c) **Fidelity Insurance**

For members to consider and review the level of Fidelity Insurance featured on page 12 of the Insurance Policy.

Members **RECOMMENDED** the level of Fidelity Insurance remain at the current level.

d) **Insurance Policy**

For members to consider the Town Councils Insurance Policy to determine that cover is appropriate.

Members **RECOMMENDED** that the insurance cover is appropriate.

e) **Treasury Deposits**

As a result of the Treasury Management Policy adopted last year, the Town Council has earned £12,750 interest to March 2013, compared to £454 the year before.

The figures ending March 2014 are not expected to be as good as 2013.

Members noted this item.

f) **Treasury Management Policy**

Members are asked to consider allowing Council funds to be invested in Treasury Deposits with other banks, e.g. Co-op Bank deposit rate is currently 50% higher than NatWest.

Members **RECOMMENDED** to amend the treasury management policy; not to restrict investment to the Nat West; to allow investment with any U.K based Bank endorsed by the Regulatory Authority.

7. MATTERS ARISING

- a. Annual Statutory meeting held on 14 May

8(i) PLANNING APPLICATIONS

- a. **CB/13/01322/FULL – 30 Rose Lane, Biggleswade**
Ground floor side & rear extension

- b. **CB/13/01623/FULL – 15 Market Square, Biggleswade**
Proposed new plant equipment with hit & miss timber fencing surround.
- c. **CB/13/01833/FULL – 192 London Road, Biggleswade**
Single Storey rear extension

8(ii) Financial Administration

For members to receive and adopt the following accounts:

- i. Detailed Balance Sheet to 31 March 2013
- ii. Summary of Income & Expenditure.
- iii. Current Bank Account, receipts and payments to 31 March 2013

9. ITEMS FOR CONSIDERATION

a. Police Report – Council Agendas

For a number of years Council agendas have traditionally made provision on the Agenda for a Police report; while this may have been appropriate in the past, the Police structure has changed over the years and it is difficult for a representative of the Police to attend regular monthly Council Meetings.

Council currently receive crime figures monthly; occasionally a P.C.S.O will attend to read the crime figures and answer questions.

Members are asked to consider that the item **Police Report** is removed from the agenda and replaced with **Crime Figures** for the month ending; crime figures will reflect the crime on a street by street basis; the Police Sergeant is provided with a list of Council dates and will notify the Clerk in advance when he is available to attend Council; the P.C.S.O will no longer attend Council.

b. Police Liaison Councillor

Members are asked to consider appointing a Police Liaison Councillor who will meet monthly with the Local Police Sergeant.

The meetings will consider questions or concerns raised by Councillors; questions will be around local policing, antisocial behaviour, local intelligence, issues affecting Biggleswade and updates from the local Police on any initiatives.

Any questions raised by Councillors should also be submitted to the Town Clerk to ensure that issues are not duplicated.

Questions on Police policy, Police structures or Police strategy will be referred to Police Headquarters.

The Town Clerk will continue to liaise with the Police on day to day issues and will continue to raise issue through the Community Safety Tasking Group at Central Bedfordshire Council.

c. Gypsy and Traveller Local Plan – Formal Consultation – Monday, 20 May 2013 – 5pm, Monday 1 July 2013

CBC is seeking Town Council views on the Draft Gypsy and Traveller Local Plan which sets out how the needs of the Travelling and Travelling Showpeople will be met in area until 2031.

The Plan specifies the number of Gypsy and Traveller pitches and Travelling Showpeople plots required and identifies potential sites to meet this need. It also outlines the planning policies against which all planning applications for Gypsy and Traveller and Travelling Showpeople sites will be assessed.

Following this consultation, the Gypsy and Traveller Plan, supporting evidence and all comments and feedback received during this consultation will be submitted to the Secretary of State in October 2013.

Members are asked to comment.

10. **ITEMS FOR INFORMATION**

a. **Addition of house name: Riverford House to 25 Shortmead Street, Biggleswade**

CBC has notified Town Council that the above mentioned property has the addition/change of a house name as show below:

Riverford House, 25 Shortmead Street, Biggleswade

b. **Biggleswade History Society Newsletter**

A copy of the Biggleswade History Society Newsletter is attached to this agenda.

c. **Appeal Decision**

CB/1204402/FULL – 5 Apollo Gardens, Biggleswade

Conversion of part of garage (retrospective)

Refused by Town Council 22 January 2013

The applicant lodged an appeal.

This has been refused by the Planning Inspectorate as the scheme would lead to the loss of one useable parking space in the area leading to increased pressure on street parking within the estate.

A copy is attached to this agenda.

d. **Proposed Temporary Road Closure – B1042 Potton Road**

CBC has notified Town Council of a proposed temporary road closure of the B1042, 200m either side of the RSPB centre on Saturday 15 June – 0800hrs to 1000hrs to enable Lining and Stud Replacement work to be carried out in safety.

e. **Thank you letters**

Thank you letters have been received from the following recipients of the Town Council Community Grants: Biggles FM, New Horizon Club, Friends of Abbotsbury

11. **PUBLIC OPEN SESSION**

A period of up to 15 minutes is permitted to allow members of the public to ask questions.

12. **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.

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.

