



Ref: Agenda/Council-28/07/2020

23<sup>rd</sup> July 2020

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 28<sup>th</sup> July 2020 via Virtual access, Biggleswade** commencing at **7.00 p.m.** in order to transact the under mentioned items of business.

Yours faithfully

A handwritten signature in black ink, appearing to read 'Philip Truppin'.

Philip Truppin  
Acting Clerk

Distribution:      All Town Councillors                                      Bedfordshire Constabulary  
                         Notice Boards (2)    County Library, Biggleswade  
                         Central Bedfordshire Council  
                         The Editor, Biggleswade Today

## 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://zoom.us/webinar/register/WN\\_hG6wm-fjSKW3QBVKHIBe2Q](https://zoom.us/webinar/register/WN_hG6wm-fjSKW3QBVKHIBe2Q)**

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 Council Meeting held on **Tuesday 14<sup>th</sup> July 2020** 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 14<sup>th</sup> July 2020**.

9. **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. Click on the hyperlink on the heading of each planning application listed below.

a. **CB/20/02285/FULL - 41 Shortmead Street, Biggleswade, SG18 0AT**

Conversion and extension to existing workshop with partial demolition to create two dwellings and erection of a detached barn cottage.

b. **CB/20/02292/FULL - 10 Torquay Close, Biggleswade, SG18 0FS**

New garage and garage conversion and link to existing extension.

c. **CB/20/02410/FULL - 40 Potton Road, Biggleswade, SG18 0DZ**

Double storey side and rear extension.

10. **ACCOUNTS**

a. **Financial Administration**

For Members to receive and adopt the following accounts:

- i. Detailed Balance Sheet to 30/06/2020.
- ii. Detailed Income & Expenditure 30/06/2020.
- iii. Current Bank Account, receipts and payments to 30/06/2020.

b. **Internal Audit – Final Report 2019-20**

For members to consider the internal audit final report 2019/20 and approve any recommendations.

c. **Accounts for the year ended 31<sup>st</sup> March 2020**

- i. For Members to adopt and approve the Annual Governance statement of the annual return for the year ending 2019/20.
- ii. For Members to approve and adopt the accounts and statement of accounts contained in the Annual Return for 2019/20.

11. **ITEMS FOR CONSIDERATION**

a. **BATPC County Committee**

The Local Government Association (LGA) has launched a **consultation** on a new **model member code of conduct**. All Councils are encouraged to respond to LGA regarding the LGA's consultation on a new model code of conduct. Details can be view on:

<https://www.nalc.gov.uk/news/entry/1500-nalc-calls-on-government-to-introduce-sanctions-to-support-the-proposed-code-of-conduct?>

The deadline for comment is 17th August 2020.

b. **Central Bedfordshire Local Plan**

Following the public Examination of Central Bedfordshire's Local Plan last summer, the Planning Inspector asked the Council a number of questions. In order to address these questions additional evidence has been submitted to the Inspectors and is now available on the Council's website for comment. The additional evidence consists of:

- a supplementary Sustainability Appraisal (SA) and non-technical summary
- 3 technical papers on housing, employment and transport
- 6 additional evidence documents that have informed the work

Deadline is 5pm on 12 August 2020 for more information follow link on CBC

[https://www.centralbedfordshire.gov.uk/info/46/local\\_plan](https://www.centralbedfordshire.gov.uk/info/46/local_plan)

c. **Public Notice – Temporary Closure – Biggleswade Footpath 33 – Extension (Temporary Prohibition of Through Traffic) Order 2020**

Notice is hereby given that the Order made by Central Bedfordshire Council on the 21<sup>st</sup> January 2019 the effect of which will be to prohibit any person proceeding on foot along the length of Footpath No 33, Biggleswade which extends from Ordnance Survey Grid Reference (OS GR) TL 2064 4566 to OS GR TL 19934528 has been continued in force with the approval of the Secretary of State for Transport until 29<sup>th</sup> January 2021.

**This closure is required to allow for ongoing construction works. The closure is expected to continue from 29 July 2019 to 29 January 2020.**

d. **Public Notice – Footpath 36 Temporary Prohibition of Through Traffic) Order 2020 – Biggleswade Footpath 36**

Notice is hereby given that Central Bedfordshire Council intend not less than seven days from the date of this Notice to make an Order the effect of which will be to prohibit any person proceeding on foot along the length of Footpath No 36, Biggleswade which extends from Ordnance Survey Grid Reference (OS GR) TL1994 4560 to OS GR TL2007 4535.

e. **New Website**

To form a Working Group to consider the facilities required on a new website for the Town Council.

12. **ITEMS FOR INFORMATION**

a. **Trader consultation of Market Policy/Rules & Regulations**

Update regarding the approved Market Policy/Rules and Regulations of our Markets within Biggleswade attached report from TCOM.

b. **CB/TRE/20/00373 - Works to Trees - Holme Woods, London Road, Biggleswade, SG18 9SS**

Works to trees protected by Tree Preservation Order: Mulberry (T1) - Reduce heavy lateral limbs by 20%; and Beech (T3 & T4) - Lift crowns to 6m. Trees protected by TPO reference MB/TPO/75/00001.

c. **Certificate of Appreciation**

Correspondence and a Certificate of Appreciation is attached from Helen Nellis, HM Lord Lieutenant of Bedfordshire.

13. **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://zoom.us/webinar/register/WN\\_hG6wm-fjSKW3QBVKHIBe2Q](https://zoom.us/webinar/register/WN_hG6wm-fjSKW3QBVKHIBe2Q)**

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**.

14. **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.

**15a. Staffing matters:** Interim Deputy Clerk to give a verbal Report.

**15b. Confirmation of the appointment of a new Town Clerk:** Interim Deputy Clerk to give a verbal report.

**15.c VE/VJ Day –** Verbal 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 14 JULY 2020**  
**AT 7PM VIA ZOOM WEBINAR FUNCTION**

**PRESENT:**

Cllr D. Albone  
Cllr I. Bond  
Cllr K. Brown  
Cllr G. Fage (Vice Chairman)  
Cllr L. Fage  
Cllr F. Foster  
Cllr M Foster  
Cllr M. Knight  
Cllr R. Pullinger  
Cllr H. Ramsay  
Cllr M. Russell (Chairman)  
Cllr D. Strachan  
Cllr C. Thomas  
Cllr J. Woodhead

Ms N Villa – Interim Deputy Town Clerk, Biggleswade Town Council

Mrs S van der Merwe – Meeting Administrator, Biggleswade Town Council

Members of Public – 6, including 3 Biggleswade Town Council Staff

**Meeting Formalities:**

Following a reminder to meeting attendees, both panel and public, 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 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 the individual. The Mayor asked everyone to mute their microphones when not speaking.

**1. APOLOGIES FOR ABSENCE**

Philip Truppin (Acting Town Clerk).

**ABSENT WITHOUT APOLOGIES**

None.

**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**

The IT Administrator advised members of the public wishing to speak to use the “raise hand” function on screen.

None

5. **INVITED SPEAKER**

Ms Lynsey Hillman-Gamble, Strategic Planner from CBC, gave an introduction to the Garden Community Project and progress so far. The presentation slides were to be circulated after the meeting.

The Government has published some high-level principles of what a garden community should encompass:

Clear identity	Sustainable scale	Well-designed places	Great homes
Local vision and engagement	Transport	Healthy places	Green space
	Legacy and stewardship arrangements	Future proofed	

Cornerstone Developments Ltd has been appointed to manage the project. The first phase is to identify characteristics of the area and to interpret the high-level principles for Biggleswade. This is the first of a series of engagements with BTC around this project and there will be engagement with the Neighbourhood Planning group and other local groups for their input. There will also be a review of what has gone well and what has not gone well in recent developments and learning those lessons.

Cllr G Fage expressed interest in the high-level aspect of this development and asked if there is an expectation of any further guidance/restrictions nationally that will set the tone for what is expected. Ms Hillman-Gamble said not specifically in relation to garden community in general - the ten published principles will be used to guide development but with a specific focus on what Biggleswade needs. She explained that, as you drill down, some ideas might have more impact than others. At the same time, the work will be used as an opportunity to learn about how the principles can be used in other future developments in Central Bedfordshire. Homes England are pleased with progress so far.

Cllr H Ramsay asked whether a full range of homes will be provided for all age groups and circumstances. She also asked if the Garden Community Project could guarantee that there will be long-term transport links to the development. Ms Hillman-Gamble responded that the local plan makes provision for 1500 homes with outline planning permission having been approved with a variety of accommodation types and styles, including affordable housing. CBC are keen to investigate transport linkages for this proposal and the rest of the town and to encourage the community to use alternative transport – walking, cycling and bus. This is a key concern but CBC acknowledges that it requires realistic thinking. Cllr H Ramsay asked about disabled access to properties across all ages. Ms Hillman-Gamble confirmed that this has been factored in.

Cllr M Russell added that design codes are important and there should be no conflict between CBC's design codes, the Neighbourhood Plan design codes and the Garden Community Project's. Ms Hillman-Gamble added that she appreciates that a collaborative approach with the Neighbourhood Planning Group would be mutually beneficial.

## **6. MEMBERS QUESTIONS**

- a. Cllr M Knight: on 11 Feb BTC agreed amended parking fees. Given that charges will be reintroduced from 1<sup>st</sup> August 2020, Cllr M Knight asked for an update on the consultation to change the Parking Orders as he believes that the changes need to be implemented swiftly. The Interim Deputy Clerk agreed to circulate an update.
- b. Cllr G Fage: Decluttering was discussed at the Town Centre Management informal meeting. The Council is expecting a report on decluttering from CBC and Cllr G Fage asked when that might be available. The Interim Deputy Town Clerk agreed to provide an update by email. Cllr M Russell said that she had asked for an update at the Joint committee Meeting on 9<sup>th</sup> July 2020.
- c. Cllr R Pullinger asked if the Interim Deputy Clerk could update Members on when the public toilets at Century House will be open. There was a recent complaint that a disabled member of the community was unable to access the toilet with a radar key and Cllr R Pullinger asked if disabled access could be prioritised.

Cllr D Albone said he had emailed the Clerk about disabled access and was told the facility was open for those with a radar key. The Interim Deputy Clerk agreed to circulate an update as soon as possible.

- d. Cllr J Woodhead referred to the Government's "Eat out to help out scheme" to stimulate the hospitality sector and asked if there was any information on which local businesses, if any, have signed up to it. It was agreed this should be promoted to the benefit of town residents and hospitality businesses.

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

Members received the minutes of the Council Meeting held on **Tuesday 23<sup>rd</sup> June 2020** via Zoom online webinar.

The following amendment was proposed:

- Page 4 – 11b: Cllr G Fage asked for the words “potentially misleading” to be removed.

Subject to this amendment, the minutes were approved as a true and accurate record.

## **8. MATTERS ARISING**

Matters arising from the Minutes of the Town Council Meeting of **23 June 2020**.

- a. Page 2: Cllr R Pullinger: Item 6a: Cllr R Pullinger believes the work on the floor at the Orchard Centre is starting tomorrow and will take up to 2 weeks. He asked if it could be confirmed (once those works are completed and risk assessments completed), that the centre will re-open. The Interim Deputy Clerk confirmed that it would be.
- b. Page 3: Cllr M Knight: Item 8a: Cllr M Knight understood that a new defibrillator had been ordered and asked for an update on when this would be installed. The Interim Deputy Clerk agreed she would circulate an update as soon as she had spoken to the Acting Town Clerk.

## **9. PLANNING APPLICATIONS**

- a. **CB/20/02020/ADV - Land adjacent to Unit 2 (Plot 3 Phase 5), Juno Place, Stratton Business Park, Biggleswade, SG18 8XP**

Advertisement: To permit the use of signage in two locations on the main building, plus the use of flagpoles and a totem.

It was **RESOLVED** that the Town Council has **NO OBJECTION** to this Planning Application.

- b. **CB/20/01989/FULL - 78 Hitchin Street, Biggleswade, SG18 8BE**

Single storey rear extension, Two storey front extension, removal of chimney, alterations to existing garage roof and additional alterations to existing dwelling.

It was **RESOLVED** that the Town Council has **NO OBJECTION** to this Planning Application providing the neighbours are consulted and that any comments they may make are considered by CBC in their deliberations. In addition, the Council is to ensure that their guidelines on the size of the proposed dwellings are complied with to eliminate detriment in respect of light and privacy of adjacent residents.



c. **CB/20/02151/FULL - 184 Hitchin Street, Biggleswade, SG18 8BP**

Create dropped kerb for easier vehicular access to driveway.

It was **RESOLVED** that the Town Council has **NO OBJECTION** to this Planning Application.

d. **CB/20/02172/FULL - Little Acre One, Langford Road, Biggleswade, SG18 9JU**

Siting of 4 static and 4 mobile caravans with new separate cross over/vehicular access and change of use of land.

Cllr H Ramsay asked whether this site is limited to the number of pitches available since other families have joined since the original planning permission.

Cllr L Fage said that the landowner has purchased extra land (between back of Football club and his home). He will control the pitches, has cleared the fly tipping that was on site and only mobile caravans will be parked there. The landowner is not legally obliged to declare this on the planning permission, but he wants everything to be up-front and transparent. People will be living in the static caravans, not the mobile. Cllr M Russell asked whether this was the original site owner who removed all the trees. Cllr L Fage confirmed that it was and added that he has planted a number of conifers.

Cllr G Fage walked the site and said that the owner takes pride in the site, it is well maintained, has a stone drive and is tidier than it has been in the past.

It was **RESOLVED** that the Town Council has **NO OBJECTION** to this Planning Application.

e. **CB/20/02239/FULL - 3 Apple Tree Close, Biggleswade, SG18 8NF**

Proposed timber-framed home office.

It was **RESOLVED** that the Town Council has **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.

10. **ACCOUNTS**

- a. None

11. **ITEMS FOR CONSIDERATION**

a. **Market Update**

The Market Policy had been circulated and Members discussed any final revisions, whether Market Traders should be consulted and any applicable consultation lead time with them.

It was **RESOLVED** to adopt the Market Policy as agreed with effect from 1<sup>st</sup> August 2020, subject to consultation with the Market Traders. Should there be substantive feedback, the policy to be brought back to Council on 28<sup>th</sup> July 2020.

b. **Electoral Review of Central Bedfordshire Council: Draft Recommendations**

There was support for 5 Ward Councillors as Biggleswade is a growing town. There was discussion about the need to change the parish boundary but that should not be conflated with the present consultation. There was also criticism of the consultation document, which did not give clarity about the specific changes being made.

It was **RESOLVED** that Council accept both the Central Bedfordshire and Town Council ward boundaries as proposed by Central Bedfordshire Council.

c. **Parking Controls**

The Interim Deputy Clerk provided Members with an update on resumption of parking charges on 1<sup>st</sup> August 2020.

The Town Centre Operations Manager had provided the Interim Deputy Clerk with the status of all the ticket machines and this will be circulated by email to Members. The software issues are being addressed with the service provider's newly appointed Area Service Manager and the Data System Engineer and the Local Engineer will be working on the machines on Monday 20 July 2020. The potential for compensation for the poor levels of service we have received will be investigated.

Additionally, Officers have looked at the parking permit issue and propose a potential solution that when permits are renewed, allowance should be made for the period of non-enforcement due to lockdown. Any complaints should be dealt with by the Town Clerk, in consultation with the Chairman of Town Centre Management.

Members were advised that laminated notices of the resumption of parking charges in the Car Parks from 1<sup>st</sup> August 2020 are already in place, following a request by Members at the meeting of 23<sup>rd</sup> June 2020.

It was **RESOLVED** to make allowance for period of non-enforcement and that the Town Clerk, in consultation with the Chairman of Town Centre Management, should deal with any complaints.

It was also **RESOLVED** that the Interim Deputy Clerk circulate the Town Centre Operations Manager's report to Members for their information.

d. **Diversion of Footpath 24 Biggleswade**

Members were advised that this diversion will allow for the building of new flats for disabled housing.

It was **RESOLVED** to ask Central Bedfordshire Council for further clarification on this point as it is not clear what is being asked of Biggleswade Town Council.

e. **Diversion of Footpath 30 Biggleswade**

Members discussed this notice and expressed their concern that this is along a very popular dog walking, cycling and pedestrian route.

This item was **NOTED**.

12. **ITEMS FOR INFORMATION**

a. **Planning Application Outcomes:**

Cllr H Ramsay commented on the number of items still “under discussion”. Cllr M Foster advised that there were delays due to COVID-19.

Cllr R Pullinger commented that Bonds Lane is still showing as “awaiting decision” and asked for an update on whether BTC has received a response from the letter we agreed to write to CBC Planning. Cllr I Bond advised Members he has been asking about this on and off since it came to DMC in July 2019 – the reason this has been delayed is because the S106 agreement hasn’t been signed, although his last communication with CBC Planning indicates this is imminent.

Cllr M Russell commented that she is pleased to see the mast that was objected to by Members was rejected.

Members **NOTED** this updated.

b. **Crime Stats – June 2020:**

Cllr D Strachan commented that there were a large number of crimes reported showing a disturbing trend of Section 4 crimes (physical intimidation, harassment, provocation of violence). Cllr D Strachan proposed asking the Local Inspector of Police to identify whether this is a knock-on of COVID-19.

Members discussed the format of the data presented, preferring a “rolling” report which would easily highlight trends over a longer period and provide a summary. Should the Police not be able to accommodate this request, it was felt that expertise amongst Councillors could help if provided with the raw, backdated data.

It was **RESOLVED** that Cllr D Strachan should contact the Inspector of Police on the Section 4 crime trend and the possibility of providing a more user-friendly report showing trends.

c. **Our Future Places, Our Future Journeys:**

The Royal College of Art and the Transport Planning Society together with Local Councils is looking at public transport solutions of the future and, at short notice, asked BTC to partner with them so that Biggleswade is one of the focuses of their Study.

The Neighbourhood Planning Committee will work with The Royal College of Art to identify groups that have as wide a representation of the local demographic as possible and invite them to participate in an online survey. This consultation and the results of the study will also form part of the evidence base for the Neighbourhood Plan.

This item was **NOTED**.

d. **Grants 2020 – 2021 – Thank you letter:**

Letter from Biggleswade Scout Group for their windows project grant support.

This item was **NOTED**.

e. **Neighbourhood Planning Update:**

Cllr M Russell updated the Members on progress of the Neighbourhood Plan.

Cllr G Fage commented that focus should be maintained on the primary aims of the Neighbourhood Plan to prevent delay to the timeline of delivery of the Plan.

Cllr M Russell added that the Future Places consultation should be concluded by November 2020 and any land take for alternative forms of transport could be included in the Plan.

If the draft plan is ready by the end of the year, the formal stages could be programmed from January with the target of a referendum in May 2021.

f. **Market Update**

Cllr G Fage expressed thanks to Simon Newton (Town Centre Operations Manager) for getting the Market back up and running on time and for providing the report for Councillors. However, he commented on the small number of traders at the Market and added that we need all traders to return as soon as possible for the viability of the Market.

Cllr M Russell said that she had had a complaint from a retailer about the number of parking spaces taken up for such a small number of stalls.

**13. 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.

None.

#### 14. **EXEMPT ITEMS**

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.

- 15a. Staffing matters:** Interim Deputy Clerk to give a verbal Report.
- 15b. Update on appointment of new Town Clerk:** Interim Deputy Clerk to give a verbal report.
- 15c. Costings for Town Centre events:** Town Centre Operations Manager to provide confidential report to the members.

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.

DRAFT

21/07/2020

**Biggleswade Town Council**

20:28

**Detailed Balance Sheet - Excluding Stock Movement**

**Month 3 Date 30/06/2020**

<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	428,478	1,384,566
2	OP'L L/H LAND & BUILDINGS	9,095	0	9,095
21	VEHICLES & EQUIPMENT	792,859	456,288	336,571
41	INFRASTRUCTURE ASSETS	301,806	238,084	63,722
61	COMMUNITY ASSETS	15,380	0	15,380
	<b>Total Fixed Assets</b>	<b>2,932,184</b>	<b>1,122,850</b>	<b>1,809,334</b>
	<u>Current Assets</u>			
91	CAPITAL WORK IN PROGRESS	7,325		
100	DEBTORS - TOWN COUNCIL	4,181		
101	DEBTORS - ALLOTMENTS	745		
102	DEBTORS - PITCH HIRE	3,007		
103	DEBTORS - ORCHARD CENTRE	23,627		
105	VAT REFUNDS	13,601		
123	RATES TO ALLOCATE	440		
202	LLOYDS CURRENT BANK A/C	868,113		
204	LLOYDS SALARY A/C	1		
210	PETTY CASH	155		
212	CASH CHANGE FLOAT	24		
	<b>Total Current Assets</b>		<b>921,219</b>	
	<u>Current Liabilities</u>			
501	TRADE CREDITORS	16,068		
505	HALL DEPOSIT	300		
510	ACCRUALS	3,545		
516	NET WAGES CONTROL	(716)		
525	ALLOTMENT DEPOSITS	3,250		
530	INC IN ADVANCE - COMMUTED	26,400		
537	SUNDRY CREDITORS	120		
	<b>Total Current Liabilities</b>		<b>48,967</b>	
	<b>Net Current Assets</b>			<b>872,252</b>
	<b>Total Assets less Current Liabilities</b>			<b>2,681,586</b>
	<u>Long Term Liabilities</u>			
401	PWLB LOANS	120,677		
430	LEASE CREDITOR (GROSS)	7,599		
435	LEASE CREDITOR (DEF'D INT)	(569)		
	<b>Total Long Term Liabilities</b>		<b>127,707</b>	
	<b>Total Assets less Total Liabilities</b>			<b>2,553,879</b>
	<u>Represented by :-</u>			
301	CURRENT YEAR FUND	256,829		
310	GENERAL RESERVE	136,401		
349	ROLLING CAPITAL FUND	471,697		
350	CAPITAL FINANCING RESERVE	1,354,905		
451	DEF'D GRANTS APPLIED	608,674		
452	DEF'D GRANTS W/BACK	(274,627)		

**Detailed Balance Sheet - Excluding Stock Movement**

**Month 3 Date 30/06/2020**

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<u>A/c</u>	<u>Description</u>	<u>Actual</u>
	Total Equity	<u>2,553,879</u>

21/07/2020

**Biggleswade Town Council**

20:27

**Detailed Income & Expenditure by Budget Heading 30/06/2020**

Month No: 3

**Committee Report**

Page 1

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>Finance &amp; General Purposes</b>								
<u>101 B'SWADE MAGISTRATES COURT</u>								
1081 INC-RENT	2,161	680	0	(680)			0.0%	
<b>B'SWADE MAGISTRATES COURT :- Income</b>	<b>2,161</b>	<b>680</b>	<b>0</b>	<b>(680)</b>				<b>0</b>
4007 HEALTH & SAFETY	0	237	0	(237)		(237)	0.0%	
4011 RATES	14,313	3,745	11,960	8,216		8,216	31.3%	
4012 WATER RATES	560	13	500	487		487	2.7%	
4013 RENT	(29,920)	(12,956)	(34,760)	(21,804)		(21,804)	37.3%	
4014 ELECTRICITY	2,928	150	3,000	2,850		2,850	5.0%	
4015 GAS	1,652	178	2,000	1,822		1,822	8.9%	
4016 CLEANING COSTS	11,757	8,257	9,000	743		743	91.7%	
4029 OFFICE REFURBISHMENT	360	0	0	0		0	0.0%	
4036 PROPERTY MAINTENANCE	4,494	0	4,000	4,000		4,000	0.0%	
4042 EQUIPT MAINT/REPAIR	620	0	500	500		500	0.0%	
4067 PEST CONTROL	0	0	100	100		100	0.0%	
4104 REFUSE COLLECTION	1,161	234	1,000	766		766	23.4%	
4110 FIRE PRECAUTIONS	477	0	1,200	1,200		1,200	0.0%	
4134 SECURITY/CCTV	986	823	1,500	677		677	54.9%	
4790 DEFERRED GRANTS RELEASED	(2,593)	0	0	0		0	0.0%	
4999 DEPRECIATION CHARGED	4,206	0	0	0		0	0.0%	
<b>B'SWADE MAGISTRATES COURT :- Indirect Expenditure</b>	<b>11,000</b>	<b>680</b>	<b>0</b>	<b>(680)</b>	<b>0</b>	<b>(680)</b>		<b>0</b>
<b>Net Income over Expenditure</b>	<b>(8,840)</b>	<b>0</b>	<b>0</b>	<b>0</b>				
<u>108 GRANTS (INCL S137)</u>								
4261 GRANTS UNDER OTHER POWERS	23,392	16,840	20,767	3,927		3,927	81.1%	
4264 Community Agent Grant	11,250	11,500	11,250	(250)		(250)	102.2%	
<b>GRANTS (INCL S137) :- Indirect Expenditure</b>	<b>34,642</b>	<b>28,340</b>	<b>32,017</b>	<b>3,677</b>	<b>0</b>	<b>3,677</b>	<b>88.5%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(34,642)</b>	<b>(28,340)</b>	<b>(32,017)</b>	<b>(3,677)</b>				
<u>109 CAPITAL EXPENDITURE</u>								
4053 LOAN INTEREST	5,879	0	5,383	5,383		5,383	0.0%	
4253 LEASE INTEREST REPAID	401	100	401	301		301	25.0%	
4802 CP - New Computer Installation	(0)	0	0	0		0	0.0%	
4808 CP - Website Re-design	0	0	5,000	5,000		5,000	0.0%	
4842 CP - The Orchard Furniture & E	0	0	0	0		0	0.0%	
4900 ROLLING CAPITAL FUND ALLOC'N	100,000	71,500	71,500	0		0	100.0%	
4979 NEW LOAN COSTS	0	0	28,500	28,500		28,500	0.0%	



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4980 LOAN REPAYMENT	9,115	0	9,453	9,453		9,453	0.0%	
4981 TFR TO CFR NEW ASSETS	13,526	0	0	0		0	0.0%	
4982 LEASE CAPITAL REPAID	4,963	1,241	4,963	3,722		3,722	25.0%	
4990 ASSET FUNDING FROM RCP	(13,526)	0	(5,000)	(5,000)		(5,000)	0.0%	
<b>CAPITAL EXPENDITURE :- Indirect Expenditure</b>	<b>120,359</b>	<b>72,841</b>	<b>120,200</b>	<b>47,359</b>	<b>0</b>	<b>47,359</b>	<b>60.6%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(120,359)</b>	<b>(72,841)</b>	<b>(120,200)</b>	<b>(47,359)</b>				
<b>111 CORPORATE MANAGEMENT</b>								
1076 PRECEPT RECEIVED	1,011,058	583,339	1,166,677	583,338			50.0%	
1096 INTEREST RECEIVED	593	84	5,000	4,916			1.7%	
<b>CORPORATE MANAGEMENT :- Income</b>	<b>1,011,651</b>	<b>583,423</b>	<b>1,171,677</b>	<b>588,254</b>			<b>49.8%</b>	<b>0</b>
4057 AUDIT FEES	3,735	0	3,720	3,720		3,720	0.0%	
4901 C.S. SALARY RECHARGE	70,888	11,634	63,456	51,822		51,822	18.3%	
4911 C.S. O'HEAD RECHARGE	57,252	24,404	55,553	31,149		31,149	43.9%	
<b>CORPORATE MANAGEMENT :- Indirect Expenditure</b>	<b>131,875</b>	<b>36,038</b>	<b>122,729</b>	<b>86,691</b>	<b>0</b>	<b>86,691</b>	<b>29.4%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>879,776</b>	<b>547,385</b>	<b>1,048,948</b>	<b>501,563</b>				
<b>112 DEMOCRATIC REP'N &amp; MGM'T</b>								
1078 INC-MISC GRANTS	6,950	0	0	0			0.0%	
<b>DEMOCRATIC REP'N &amp; MGM'T :- Income</b>	<b>6,950</b>	<b>0</b>	<b>0</b>	<b>0</b>				<b>0</b>
4024 SUBSCRIPTIONS	3,355	493	3,200	2,707		2,707	15.4%	
4026 COMPUTER	0	0	1,500	1,500		1,500	0.0%	
4082 NEIGHBOURHOOD PLAN	7,621	2,745	20,000	17,255		17,255	13.7%	
4135 ELECTION PROVISION	528	0	4,000	4,000		4,000	0.0%	
4790 DEFERRED GRANTS RELEASED	(1,806)	0	0	0		0	0.0%	
4901 C.S. SALARY RECHARGE	94,518	15,512	84,608	69,096		69,096	18.3%	
4911 C.S. O'HEAD RECHARGE	76,336	32,539	74,068	41,529		41,529	43.9%	
4999 DEPRECIATION CHARGED	9,292	0	0	0		0	0.0%	
<b>DEMOCRATIC REP'N &amp; MGM'T :- Indirect Expenditure</b>	<b>189,843</b>	<b>51,289</b>	<b>187,376</b>	<b>136,087</b>	<b>0</b>	<b>136,087</b>	<b>27.4%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(182,893)</b>	<b>(51,289)</b>	<b>(187,376)</b>	<b>(136,087)</b>				
<b>113 CIVIC ACTIVITIES &amp; EXPENSES</b>								
1091 INC-MISCELLANEOUS	585	0	0	0			0.0%	
1300 INC-MAYORS CHARITY	(47)	0	0	0			0.0%	
<b>CIVIC ACTIVITIES &amp; EXPENSES :- Income</b>	<b>538</b>	<b>0</b>	<b>0</b>	<b>0</b>				<b>0</b>
4008 STAFF TRAINING	290	0	500	500		500	0.0%	

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4009 STAFF TRAVEL	0	0	500	500		500	0.0%	
4112 TOWN MAYOR'S ALLOW.	845	0	1,000	1,000		1,000	0.0%	
4166 TWINNING	0	0	1,000	1,000		1,000	0.0%	
4179 CIVIC FUNCTIONS	60	0	1,000	1,000		1,000	0.0%	
4180 CIVIC REGALIA REPAIRS ETC	0	0	100	100		100	0.0%	
4992 TRANSFER FROM E/MARKED RESERVE	0	0	(500)	(500)		(500)	0.0%	
<b>CIVIC ACTIVITIES &amp; EXPENSES :- Indirect Expenditure</b>	<b>1,195</b>	<b>0</b>	<b>3,600</b>	<b>3,600</b>	<b>0</b>	<b>3,600</b>		<b>0</b>
<b>Net Income over Expenditure</b>	<b>(657)</b>	<b>0</b>	<b>(3,600)</b>	<b>(3,600)</b>				
<b>115 ORCHARD COMMUNITY CENTRE</b>								
1077 INC-S106 GRANTS	800	0	0	0			0.0%	
1078 INC-MISC GRANTS	18,000	0	18,000	18,000			0.0%	
1081 INC-RENT	54	0	0	0			0.0%	
1082 INC-LETTINGS	32,014	(24)	32,000	32,024			(0.1%)	
1109 INC-COFFEE MACHINE	224	0	250	250			0.0%	
<b>ORCHARD COMMUNITY CENTRE :- Income</b>	<b>51,091</b>	<b>(24)</b>	<b>50,250</b>	<b>50,274</b>			<b>0.0%</b>	<b>0</b>
4001 STAFF SALARIES	53,589	12,069	54,599	42,530		42,530	22.1%	
4002 EMPLOYERS N.I	5,014	1,059	5,153	4,094		4,094	20.6%	
4003 EMPLOYERS SUPERANN.	12,754	2,993	13,540	10,547		10,547	22.1%	
4007 HEALTH & SAFETY	0	132	500	368		368	26.4%	
4009 STAFF TRAVEL	429	87	300	213		213	28.9%	
4011 RATES	0	0	5,500	5,500		5,500	0.0%	
4012 WATER RATES	789	200	450	250		250	44.6%	
4014 ELECTRICITY	4,231	308	10,000	9,693		9,693	3.1%	
4015 GAS	209	90	4,500	4,410		4,410	2.0%	
4016 CLEANING COSTS	4,795	0	4,500	4,500		4,500	0.0%	
4020 MISC. ESTABLISH.COST	9	0	500	500		500	0.0%	
4021 TELEPHONE & FAX	190	0	1,200	1,200		1,200	0.0%	
4026 COMPUTER	565	0	1,500	1,500		1,500	0.0%	
4032 PUBLICITY	0	0	500	500		500	0.0%	
4036 PROPERTY MAINTENANCE	2,089	0	1,000	1,000		1,000	0.0%	
4038 MAINTENANCE CONTRACT	4,005	437	1,500	1,063		1,063	29.1%	
4042 EQUIPT MAINT/REPAIR	0	0	200	200		200	0.0%	
4081 Licences	309	0	300	300		300	0.0%	
4128 EQUIPMENT	60	0	200	200		200	0.0%	
4790 DEFERRED GRANTS RELEASED	(12,430)	0	0	0		0	0.0%	
4999 DEPRECIATION CHARGED	11,417	0	0	0		0	0.0%	
<b>ORCHARD COMMUNITY CENTRE :- Indirect Expenditure</b>	<b>88,022</b>	<b>17,375</b>	<b>105,942</b>	<b>88,567</b>	<b>0</b>	<b>88,567</b>	<b>16.4%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(36,931)</b>	<b>(17,399)</b>	<b>(55,692)</b>	<b>(38,293)</b>				

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<b>901 CENTRAL SERVICES</b>								
4001 STAFF SALARIES	186,172	29,872	193,197	163,325		163,325	15.5%	
4002 EMPLOYERS N.I	14,645	2,079	18,323	16,244		16,244	11.3%	
4003 EMPLOYERS SUPERANN.	35,477	6,829	47,915	41,086		41,086	14.3%	
4005 AGENCY STAFF	43,519	28,342	0	(28,342)		(28,342)	0.0%	
4007 HEALTH & SAFETY	0	0	2,500	2,500		2,500	0.0%	
4008 STAFF TRAINING	2,827	0	2,000	2,000		2,000	0.0%	
4009 STAFF TRAVEL	3,147	17	3,000	2,983		2,983	0.6%	
4010 MISC. STAFF COSTS	180	0	1,000	1,000		1,000	0.0%	
4013 RENT	29,920	12,956	34,760	21,804		21,804	37.3%	
4020 MISC. ESTABLISH.COST	137	0	250	250		250	0.0%	
4021 TELEPHONE & FAX	8,208	3,058	6,500	3,442		3,442	47.0%	
4022 POSTAGE	547	358	1,000	642		642	35.8%	
4023 STATIONERY	5,971	668	5,000	4,332		4,332	13.4%	
4025 INSURANCE	19,492	19,545	21,000	1,455		1,455	93.1%	
4026 COMPUTER	33,873	9,044	30,000	20,956		20,956	30.1%	
4027 PHOTOCOPIER	2,771	831	3,500	2,669		2,669	23.7%	
4031 ADVERTISING	0	550	400	(150)		(150)	137.5%	
4032 PUBLICITY	2,420	540	3,500	2,960		2,960	15.4%	
4042 EQUIPT MAINT/REPAIR	314	0	0	0		0	0.0%	
4051 BANK CHARGES	2,109	280	2,100	1,820		1,820	13.3%	
4056 LEGAL EXPENSES	1,850	0	1,220	1,220		1,220	0.0%	
4058 PROFESSIONAL FEES	12,030	2,027	2,000	(27)		(27)	101.4%	
4060 OFFICE EQUIPMENT	2,645	0	500	500		500	0.0%	
4073 PAYROLL BUREAU FEES	794	0	2,000	2,000		2,000	0.0%	
4074 ACCOUNTANCY FEES	15,693	3,131	15,000	11,869		11,869	20.9%	
4125 Misc Costs	86	0	30	30		30	0.0%	
4901 C.S. SALARY RECHARGE	(236,294)	(38,780)	(211,520)	(172,740)		(172,740)	18.3%	
4911 C.S. O'HEAD RECHARGE	(190,839)	(81,346)	(185,175)	(103,829)		(103,829)	43.9%	
4999 DEPRECIATION CHARGED	2,307	0	0	0		0	0.0%	
<b>CENTRAL SERVICES :- Indirect Expenditure</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		<b>0</b>
<b>Net Expenditure</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>				
<b>Finance &amp; General Purposes :- Income</b>	<b>1,072,390</b>	<b>584,079</b>	<b>1,221,927</b>	<b>637,848</b>			<b>47.8%</b>	
<b>Expenditure</b>	<b>576,935</b>	<b>206,563</b>	<b>571,864</b>	<b>365,301</b>	<b>0</b>	<b>365,301</b>	<b>36.1%</b>	
<b>Movement to/(from) Gen Reserve</b>	<b>495,455</b>	<b>377,516</b>						

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<b>Public Land &amp; Open Spaces</b>								
<b>102 ALLOTMENTS</b>								
1087 INC-ALLOTMENTS	6,521	803	6,600	5,798			12.2%	
ALLOTMENTS :- Income	<b>6,521</b>	<b>803</b>	<b>6,600</b>	<b>5,798</b>			<b>12.2%</b>	<b>0</b>
4013 RENT	233	0	465	465		465	0.0%	
4037 GROUNDS MAINTENANCE	399	25	1,000	976		976	2.5%	
4067 PEST CONTROL	675	75	550	475		475	13.6%	
4999 DEPRECIATION CHARGED	167	0	0	0		0	0.0%	
ALLOTMENTS :- Indirect Expenditure	<b>1,474</b>	<b>100</b>	<b>2,015</b>	<b>1,916</b>	<b>0</b>	<b>1,916</b>	<b>4.9%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>5,047</b>	<b>703</b>	<b>4,585</b>	<b>3,882</b>				
<b>104 BURIAL GROUNDS</b>								
1084 INC-BURIAL FEES	14,453	4,840	17,000	12,160			28.5%	
1097 INC-MEMORIALS	836	0	300	300			0.0%	
BURIAL GROUNDS :- Income	<b>15,289</b>	<b>4,840</b>	<b>17,300</b>	<b>12,460</b>			<b>28.0%</b>	<b>0</b>
4011 RATES	4,702	1,419	4,800	3,381		3,381	29.6%	
4012 WATER RATES	80	0	150	150		150	0.0%	
4014 ELECTRICITY	2,868	8	150	142		142	5.3%	
4036 PROPERTY MAINTENANCE	1,088	0	2,000	2,000		2,000	0.0%	
4104 REFUSE COLLECTION	0	303	0	(303)		(303)	0.0%	
4110 FIRE PRECAUTIONS	368	0	500	500		500	0.0%	
4178 PATHS MAINTENANCE	0	0	1,000	1,000		1,000	0.0%	
4901 C.S. SALARY RECHARGE	14,178	2,327	12,691	10,364		10,364	18.3%	
4902 W.S. SALARY RECHARGE	49,101	9,948	59,441	49,493		49,493	16.7%	
4911 C.S. O'HEAD RECHARGE	11,450	4,881	11,111	6,230		6,230	43.9%	
4912 W.S. O'HEAD RECHARGE	16,685	818	12,280	11,462		11,462	6.7%	
4999 DEPRECIATION CHARGED	2,250	0	0	0		0	0.0%	
BURIAL GROUNDS :- Indirect Expenditure	<b>102,770</b>	<b>19,704</b>	<b>104,123</b>	<b>84,419</b>	<b>0</b>	<b>84,419</b>	<b>18.9%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(87,481)</b>	<b>(14,864)</b>	<b>(86,823)</b>	<b>(71,959)</b>				
<b>210 GENERAL</b>								
4064 ANNUAL HANGING BASKETS	0	300	3,000	2,700		2,700	10.0%	
GENERAL :- Indirect Expenditure	<b>0</b>	<b>300</b>	<b>3,000</b>	<b>2,700</b>	<b>0</b>	<b>2,700</b>	<b>10.0%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>0</b>	<b>(300)</b>	<b>(3,000)</b>	<b>(2,700)</b>				

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<b>212 RECREATION GROUNDS</b>								
1077 INC-S106 GRANTS	2,600	0	0	0			0.0%	
1081 INC-RENT	4,521	0	5,240	5,240			0.0%	
1082 INC-LETTINGS	(202)	0	0	0			0.0%	
1083 INC-PITCH HIRE	2,385	0	4,000	4,000			0.0%	
<b>RECREATION GROUNDS :- Income</b>	<b>9,305</b>	<b>0</b>	<b>9,240</b>	<b>9,240</b>			<b>0.0%</b>	<b>0</b>
4011 RATES	4,468	1,349	4,565	3,216		3,216	29.5%	
4012 WATER RATES	2,430	0	11,000	11,000		11,000	0.0%	
4013 RENT	0	0	1	1		1	0.0%	
4014 ELECTRICITY	6,721	200	6,000	5,801		5,801	3.3%	
4016 CLEANING COSTS	98	0	400	400		400	0.0%	
4036 PROPERTY MAINTENANCE	0	0	5,000	5,000		5,000	0.0%	
4037 GROUNDS MAINTENANCE	1,151	0	2,500	2,500		2,500	0.0%	
4038 MAINTENANCE CONTRACT	7,896	1,826	6,500	4,674		4,674	28.1%	
4039 PLAY. EQUIP. MAINT.	2,057	0	3,000	3,000		3,000	0.0%	
4043 FENCING & GATES	157	0	1,000	1,000		1,000	0.0%	
4044 TREES & PLANTS	3,543	0	2,500	2,500		2,500	0.0%	
4067 PEST CONTROL	700	0	1,500	1,500		1,500	0.0%	
4100 FERT./SEEDS/WEEDKILL	174	0	2,000	2,000		2,000	0.0%	
4104 REFUSE COLLECTION	3,828	525	6,000	5,475		5,475	8.8%	
4110 FIRE PRECAUTIONS	753	0	750	750		750	0.0%	
4114 LITTER BINS	1,437	0	2,000	2,000		2,000	0.0%	
4139 GRASS CUTTING	4,236	0	0	0		0	0.0%	
4790 DEFERRED GRANTS RELEASED	(11,187)	0	0	0		0	0.0%	
4901 C.S. SALARY RECHARGE	37,807	6,205	33,843	27,638		27,638	18.3%	
4902 W.S. SALARY RECHARGE	171,855	34,818	208,042	173,224		173,224	16.7%	
4911 C.S. O'HEAD RECHARGE	30,534	13,015	29,628	16,613		16,613	43.9%	
4912 W.S. O'HEAD RECHARGE	58,398	2,864	42,980	40,116		40,116	6.7%	
4999 DEPRECIATION CHARGED	40,215	0	0	0		0	0.0%	
<b>RECREATION GROUNDS :- Indirect Expenditure</b>	<b>367,269</b>	<b>60,802</b>	<b>369,209</b>	<b>308,407</b>	<b>0</b>	<b>308,407</b>	<b>16.5%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(357,965)</b>	<b>(60,802)</b>	<b>(359,969)</b>	<b>(299,167)</b>				
<b>902 WORKS SERVICES</b>								
4001 STAFF SALARIES	192,644	39,191	222,166	182,975		182,975	17.6%	
4002 EMPLOYERS N.I	17,059	3,287	19,939	16,652		16,652	16.5%	
4003 EMPLOYERS SUPERANN.	35,804	7,262	55,098	47,836		47,836	13.2%	
4007 HEALTH & SAFETY	503	74	500	426		426	14.8%	
4008 STAFF TRAINING	1,809	0	2,500	2,500		2,500	0.0%	
4009 STAFF TRAVEL	291	46	300	254		254	15.3%	

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4010 MISC. STAFF COSTS	0	0	300	300		300	0.0%	
4014 ELECTRICITY	5,507	171	200	29		29	85.4%	
4025 INSURANCE	636	0	0	0		0	0.0%	
4036 PROPERTY MAINTENANCE	115	0	200	200		200	0.0%	
4041 EQUIPMENT HIRE	216	0	400	400		400	0.0%	
4042 EQUIPT MAINT/REPAIR	3,562	617	4,500	3,883		3,883	13.7%	
4046 VEHICLE LEASING	9,650	973	11,000	10,027		10,027	8.8%	
4047 MATERIALS/TOOLS	16,719	658	12,000	11,342		11,342	5.5%	
4048 VEHICLE MAINT/REPAIR	10,465	131	10,000	9,869		9,869	1.3%	
4049 VEHICLE FUEL	7,435	1,240	8,000	6,760		6,760	15.5%	
4050 VEHICLE TAX	455	0	500	500		500	0.0%	
4103 PROTECTIVE CLOTHING	2,636	33	2,500	2,467		2,467	1.3%	
4119 SKIP HIRE	2,981	108	3,000	2,892		2,892	3.6%	
4125 Misc Costs	16	0	0	0		0	0.0%	
4128 EQUIPMENT	442	41	500	459		459	8.2%	
4134 SECURITY/CCTV	0	0	2,000	2,000		2,000	0.0%	
4136 RENEWALS/REPLACEMENT	0	0	3,000	3,000		3,000	0.0%	
4790 DEFERRED GRANTS RELEASED	(2,536)	0	0	0		0	0.0%	
4902 W.S. SALARY RECHARGE	(245,507)	(49,740)	(297,203)	(247,463)		(247,463)	16.7%	
4912 W.S. O'HEAD RECHARGE	(83,425)	(4,091)	(61,400)	(57,309)		(57,309)	6.7%	
4999 DEPRECIATION CHARGED	22,524	0	0	0		0	0.0%	
WORKS SERVICES :- Indirect Expenditure	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		<b>0</b>
<b>Net Expenditure</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>				
Public Land & Open Spaces :- Income	<b>31,114</b>	<b>5,643</b>	<b>33,140</b>	<b>27,498</b>			<b>17.0%</b>	
Expenditure	<b>471,513</b>	<b>80,906</b>	<b>478,347</b>	<b>397,441</b>	<b>0</b>	<b>397,441</b>	<b>16.9%</b>	
<b>Movement to/(from) Gen Reserve</b>	<b>(440,399)</b>	<b>(75,263)</b>						

## Detailed Income &amp; Expenditure by Budget Heading 30/06/2020

Month No: 3

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>Town Centre Management</b>								
<u>103 STREET LIGHTS</u>								
4014 ELECTRICITY	10,302	2,395	0	(2,395)		(2,395)	0.0%	
STREET LIGHTS :- Indirect Expenditure	<b>10,302</b>	<b>2,395</b>	<b>0</b>	<b>(2,395)</b>	<b>0</b>	<b>(2,395)</b>		<b>0</b>
<b>Net Expenditure</b>	<b>(10,302)</b>	<b>(2,395)</b>	<b>0</b>	<b>2,395</b>				
<u>105 CAR PARKS</u>								
1088 INC-CAR PARKING FEES	34,975	62	36,000	35,938			0.2%	
1089 INC - PARKING PERMITS WORK	11,722	0	11,000	11,000			0.0%	
1099 INC-INSURANCE (CLAIM)	2,688	0	0	0			0.0%	
1189 INC-PARKING PERMITS RES	6,534	(9)	6,000	6,009			(0.2%)	
CAR PARKS :- Income	<b>55,920</b>	<b>53</b>	<b>53,000</b>	<b>52,947</b>			<b>0.1%</b>	<b>0</b>
4011 RATES	25,704	7,766	26,250	18,484		18,484	29.6%	
4014 ELECTRICITY	0	0	500	500		500	0.0%	
4021 TELEPHONE & FAX	0	0	600	600		600	0.0%	
4038 MAINTENANCE CONTRACT	10,322	508	7,500	6,992		6,992	6.8%	
4047 MATERIALS/TOOLS	2,025	0	2,000	2,000		2,000	0.0%	
4056 LEGAL EXPENSES	0	0	1,000	1,000		1,000	0.0%	
4092 Card Processing Fees	1,145	79	1,000	921		921	7.9%	
4108 SURFACE REPAIRS	0	0	3,000	3,000		3,000	0.0%	
4126 CAR PARK LEASE	29,000	7,250	29,001	21,751		21,751	25.0%	
4790 DEFERRED GRANTS RELEASED	(742)	0	0	0		0	0.0%	
4901 C.S. SALARY RECHARGE	3,544	582	3,173	2,591		2,591	18.3%	
4902 W.S. SALARY RECHARGE	12,275	2,487	14,860	12,373		12,373	16.7%	
4911 C.S. O'HEAD RECHARGE	2,863	1,220	2,778	1,558		1,558	43.9%	
4912 W.S. O'HEAD RECHARGE	4,171	205	3,070	2,865		2,865	6.7%	
4999 DEPRECIATION CHARGED	9,428	0	0	0		0	0.0%	
CAR PARKS :- Indirect Expenditure	<b>99,735</b>	<b>20,096</b>	<b>94,732</b>	<b>74,636</b>	<b>0</b>	<b>74,636</b>	<b>21.2%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(43,816)</b>	<b>(20,043)</b>	<b>(41,732)</b>	<b>(21,689)</b>				
<u>106 MARKET</u>								
1085 INC-TUESDAY MARKET RENTS	2,250	0	2,900	2,900			0.0%	
1086 INC-SATURDAY MARKET RENTS	9,605	0	10,500	10,500			0.0%	
1091 INC-MISCELLANEOUS	357	0	0	0			0.0%	
MARKET :- Income	<b>12,213</b>	<b>0</b>	<b>13,400</b>	<b>13,400</b>			<b>0.0%</b>	<b>0</b>
4004 MARKET STAFF	4,959	1,165	5,250	4,085		4,085	22.2%	
4011 RATES	5,097	1,738	5,205	3,467		3,467	33.4%	

## Detailed Income &amp; Expenditure by Budget Heading 30/06/2020

Month No: 3

## Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4012 WATER RATES	42	0	0	0		0	0.0%	
4014 ELECTRICITY	440	87	1,200	1,113		1,113	7.3%	
4032 PUBLICITY	343	0	550	550		550	0.0%	
4047 MATERIALS/TOOLS	218	0	250	250		250	0.0%	
4081 Licences	0	0	333	333		333	0.0%	
4901 C.S. SALARY RECHARGE	11,815	1,939	10,576	8,637		8,637	18.3%	
4911 C.S. O'HEAD RECHARGE	9,542	4,067	9,259	5,192		5,192	43.9%	
4999 DEPRECIATION CHARGED	800	0	0	0		0	0.0%	
<b>MARKET :- Indirect Expenditure</b>	<b>33,254</b>	<b>8,997</b>	<b>32,623</b>	<b>23,626</b>	<b>0</b>	<b>23,626</b>	<b>27.6%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(21,042)</b>	<b>(8,997)</b>	<b>(19,223)</b>	<b>(10,226)</b>				
<b>107 TOWN CENTRE GENERAL</b>								
1145 INC-CHRISTMAS ACTIVITIES	702	0	0	0			0.0%	
<b>TOWN CENTRE GENERAL :- Income</b>	<b>702</b>	<b>0</b>	<b>0</b>	<b>0</b>				<b>0</b>
4001 STAFF SALARIES	24,799	6,200	26,050	19,850		19,850	23.8%	
4002 EMPLOYERS N.I	2,232	553	2,402	1,849		1,849	23.0%	
4003 EMPLOYERS SUPERANN.	5,902	1,538	6,458	4,920		4,920	23.8%	
4009 STAFF TRAVEL	499	0	250	250		250	0.0%	
4014 ELECTRICITY	7	0	0	0		0	0.0%	
4036 PROPERTY MAINTENANCE	194	0	1,000	1,000		1,000	0.0%	
4064 ANNUAL HANGING BASKETS	2,991	0	0	0		0	0.0%	
4116 WAR MEM & REM SERV	301	0	750	750		750	0.0%	
4117 CLOCK REPAIRS	0	0	350	350		350	0.0%	
4138 MARKET SQUARE EVENTS	0	270	15,000	14,730		14,730	1.8%	
4140 CHRISTMAS ACTIVITIES	6,413	0	7,000	7,000		7,000	0.0%	
4144 CCTV	14,833	0	18,000	18,000		18,000	0.0%	
4145 CHRISTMAS LIGHTS	18,660	0	18,000	18,000		18,000	0.0%	
4790 DEFERRED GRANTS RELEASED	(571)	0	0	0		0	0.0%	
4901 C.S. SALARY RECHARGE	3,544	582	3,173	2,591		2,591	18.3%	
4902 W.S. SALARY RECHARGE	12,275	2,487	14,860	12,373		12,373	16.7%	
4911 C.S. O'HEAD RECHARGE	2,863	1,220	2,778	1,558		1,558	43.9%	
4912 W.S. O'HEAD RECHARGE	4,171	205	3,070	2,865		2,865	6.7%	
4999 DEPRECIATION CHARGED	1,131	0	0	0		0	0.0%	
<b>TOWN CENTRE GENERAL :- Indirect Expenditure</b>	<b>100,244</b>	<b>13,053</b>	<b>119,141</b>	<b>106,088</b>	<b>0</b>	<b>106,088</b>	<b>11.0%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(99,542)</b>	<b>(13,053)</b>	<b>(119,141)</b>	<b>(106,088)</b>				
<b>110 PUBLIC CONVENIENCES</b>								
4011 RATES	3,093	936	3,160	2,224		2,224	29.6%	



## Detailed Income &amp; Expenditure by Budget Heading 30/06/2020

Month No: 3

## Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4012 WATER RATES	2,143	0	1,600	1,600		1,600	0.0%	
4014 ELECTRICITY	180	0	1,000	1,000		1,000	0.0%	
4036 PROPERTY MAINTENANCE	181	0	2,500	2,500		2,500	0.0%	
4038 MAINTENANCE CONTRACT	16,667	0	16,500	16,500		16,500	0.0%	
4999 DEPRECIATION CHARGED	60	0	0	0		0	0.0%	
<b>PUBLIC CONVENIENCES :- Indirect Expenditure</b>	<b>22,324</b>	<b>936</b>	<b>24,760</b>	<b>23,824</b>	<b>0</b>	<b>23,824</b>	<b>3.8%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(22,324)</b>	<b>(936)</b>	<b>(24,760)</b>	<b>(23,824)</b>				
<b>Town Centre Management :- Income</b>	<b>68,834</b>	<b>53</b>	<b>66,400</b>	<b>66,347</b>			<b>0.1%</b>	
<b>Expenditure</b>	<b>265,860</b>	<b>45,477</b>	<b>271,256</b>	<b>225,780</b>	<b>0</b>	<b>225,780</b>	<b>16.8%</b>	
<b>Movement to/(from) Gen Reserve</b>	<b>(197,026)</b>	<b>(45,424)</b>						
<b>Grand Totals:- Income</b>	<b>1,172,338</b>	<b>589,775</b>	<b>1,321,467</b>	<b>731,692</b>			<b>44.6%</b>	
<b>Expenditure</b>	<b>1,314,308</b>	<b>332,946</b>	<b>1,321,467</b>	<b>988,521</b>	<b>0</b>	<b>988,521</b>	<b>25.2%</b>	
<b>Net Income over Expenditure</b>	<b>(141,970)</b>	<b>256,829</b>	<b>0</b>	<b>(256,829)</b>				
<b>Movement to/(from) Gen Reserve</b>	<b>(141,970)</b>	<b>256,829</b>						

Date: 21/07/2020

## Biggleswade Town Council

Accounts

Time: 20:28

Item 10aiii Current account

## Lloyds Current A/C

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## List of Payments made between 01/06/2020 and 30/06/2020

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
01/06/2020	Lloyds Bank	DDR	57.06		Bank Charges
04/06/2020	ADT Fire & Security plc	201315	267.00		104-Keyholding service Feb-Aug
04/06/2020	British Telecommunications PLC	201316	166.04		3714-Phone rental charge
04/06/2020	Colin Ross Workwear & Safety	201317	295.18		108-Disposal dust mask
04/06/2020	Flowbird Smart City UK Ltd	201318	253.70		P/Ledger Electronic Payment
04/06/2020	Harrier Office Supplies Ltd	201319	382.23		109-Pen, papers, pencil, etc.
04/06/2020	LGRC Associates Ltd	201320	11,088.00		110-Locum clerk May
04/06/2020	R & C Hyett	201321	2,560.00		115-Orchard C. Cleaning May
04/06/2020	Turfcare Leisure Services Ltd	201323	690.47		117-Bowling G. Maint June 20
04/06/2020	SLCC Enterprises Ltd	201322	390.00		116-Job advertising May 20
11/06/2020	Node IT Solutions Ltd	DDR	43.99		123-Zoom Subscription
11/06/2020	BNP Paribas	DDR1	132.00		62-Copier lease
11/06/2020	Node IT Solutions Ltd	DDR3	211.20		121-Networking managed
11/06/2020	BNP Paribas	DDR4	584.17		Purchase Ledger Payment
11/06/2020	Node IT Solutions Ltd	DDR5	2,796.13		122-Monthly IT Service
15/06/2020	The right Fuelcard Company Lim	DDR6	2.40		Purchase Ledger Payment
17/06/2020	Rosetta Publishing Ltd	201324	258.00		10863/155/Rosetta Publishing L
17/06/2020	Colin Ross Workwear & Safety	201325	79.16		8527/158/Colin Ross Workwear &
17/06/2020	Chubb Fire Ltd	201326	312.80		8201737/157/Chubb Fire Ltd
17/06/2020	Deeping Direct Limited	201327	57.60		8940/159/Deeping Direct Limite
17/06/2020	Biggleswade MOT Centre Ltd	201328	79.85		163034/149/Biggleswade MOT Cen
17/06/2020	Peninsula Business Services Li	201329	2,104.38		U001610740/162/Peninsula Busin
17/06/2020	RIGBY TAYLOR LTD	201330	48.54		RSIN0338110/164/RIGBY TAYLOR L
17/06/2020	Rialtas Business Solutions Ltd	201331	206.40		SM21665/163/Rialtas Business S
17/06/2020	Hire or Buy Group Ltd	201332	202.80		1026994/160/Hire or Buy Group
17/06/2020	Veolia Environmental Services	201333	12.96		SBO1125721/156/Veolia Environm
17/06/2020	Ampower - 73506 - Old Court Ho	DDR14	350.00		Purchase Ledger Payment
17/06/2020	Ampower G81907-Kings Reach	DDR15	600.00		Purchase Ledger Payment
17/06/2020	Lloyds Salary A/C	Tfr	22,250.00		
19/06/2020	AIB Merchant Services	DDR7	26.40		Purchase Ledger Payment
19/06/2020	Fuel Genie DDR	DDR8	113.17		120-Motor fuel
22/06/2020	Node IT Solutions Ltd	DDR9	2,340.00		Purchase Ledger Payment
22/06/2020	Lloyds Salary A/C	Tfr	705.00		
23/06/2020	EE - DDR	DDR10	386.03		Purchase Ledger Payment
25/06/2020	OPUS Energy (Corporate) Limite	DDR11	869.35		Purchase Ledger Payment
27/06/2020	Kubota Finance	Std Ord	536.40		Kubota Finance Leasing
29/06/2020	The right Fuelcard Company Lim	DDR12	68.96		Purchase Ledger Payment
29/06/2020	Lloyds Bank	DDR	58.30		Bank charges
30/06/2020	Lex Autolease Ltd	DDR13	389.02		MIN 1333326/161/Lex Autolease
<b>Total Payments</b>			<b>51,974.69</b>		



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## **Biggleswade Town Council**

*Internal Audit Report 2019-20: Final*

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*Sally King*

*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 2019-20 financial year, during our visits on 4<sup>th</sup> December 2019, 12<sup>th</sup> February 2020 and our office during June 2020.

## **Internal Audit Approach**

In undertaking our review for the year 2019-20, 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 a number of key areas in order 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 a number of internal control objectives.

## **Overall Conclusion**

We are pleased to conclude that, in the areas examined to date, the Council continues to have effective systems in place to help ensure that transactions are free from material misstatement and that they will be reported accurately in the Annual Return and detailed Statement of Accounts for the financial year.

We have concluded that, on the basis of 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 Acting Clerk and the Office Manager and thank them for their assistance, which has ensured the smooth progress of our review process throughout this financial year.

# 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 third party contractors (DCK Accounting Services Ltd) continue to undertake the majority of the Council's financial transaction processing on Omega, generally fortnightly;
- 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 2018-19.
- Ensured that the financial ledger remains in balance at the present date;
- Checked and agreed transactions in both the Council's Current and Business Reserve account cashbooks for Lloyds and NatWest to the relevant bank account statements for August, December 2019 and March 2020. This included all inter-account "sweep" transfers for the same months.
- Verified the year-end bank balances for all bank accounts, ensuring the accurate disclosure of the combined balance in the year-end Accounts & AGAR.
- Checked detail on the Omega based bank account reconciliations for the year to date sample months, to ensure that no long-standing, uncleared cheques or other anomalous entries exist.

### *Conclusions*

*We are pleased to report that no matters have arisen in this area of our review process warranting formal comment or recommendation; we have ensured the accuracy of the year-end balances reported in the detailed Statement of Accounts and AGAR.*

## 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; that 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 reviewed and approved at F & GP Committee held on 19th November 2019 minute ref. 19/1106.5).

- We have completed our examination of the minutes of Full Council and its standing Committees, to ensure that, as far as we can practically be expected to be aware, no issues exist affecting the Council's financial stability either in the short, medium or long-term exist.
- We have reviewed the external auditor's report, issued since our last visit, to confirm they are raising no matters regarding the Councils accounts and governance.

### *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 with regard to 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. Our test sample provides a broad cross section of expenditure and supplier invoices totalling £240,982 and equates to 43% of total non-pay related expenditure.

It was noted that VAT Returns continue to be filed electronically on a quarterly basis and have been submitted for financial year of 2019/20.

### *Conclusions*

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

## 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 in order to minimise the opportunity for their coming to fruition.

- We have noted that the Financial Risk Assessment Registers were reviewed by F & GP Committee on 19<sup>th</sup> November 2019 (minute ref. 15/0107.6). It was recommended to take this forward to the Town Council for formal approval.
- We note that the Council's insurance cover continues to be provided by Aon, with a separate policy for the vehicle fleet with Allianz) and have examined the current year's policy schedule (to March 2020): both Public and Employer's Liability remain at £10 million. The Fidelity Guarantee remains at £1 million which may be inadequate when the Precept is received due to the amount of reserves held.

### *Conclusions and recommendations*

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

***R1 -Recommendation - Insurance Employee Fidelity of £1 million, the council needs to be mindful this may be inadequate cover at when the precept is received in April & September.***

## Precept Determination and Budgetary Control

Our objective here is to ensure that the Council has a robust procedure in place for identifying and approving its future budgetary requirements and level of precept to be drawn down from the District Council: also, that an effective reporting and monitoring process is in place. We also aim to ensure that the Council retains appropriate funds in general and earmarked reserves to finance its ongoing spending plans, whilst retaining appropriate sums to cover any unplanned expenditure that might arise.

The Council has finalised the 2020-21 budgetary requirement and has set a precept of £1,166,677 at the meeting on 28<sup>th</sup> January 2020 (minute ref B28/0110 10.)

We also reviewed the level of retained funds at the year-end, assessing their adequacy to meet the Council's ongoing revenue spending requirements and future development aspirations. At 31<sup>st</sup> March 2020, the General Reserve balance stood at £134,401 and earmarked reserves of £402,197.

We are pleased to note that members continue to receive regular budget monitoring reports with over/under-spends and the level of earmarked reserves the subject of regular review.

### *Conclusions*

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

## **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, cemetery, general and farmers markets. The rooms at Saffron Road are hired by various organisations; including counselling services, polygraph testing and police for disciplinary hearings.

- On this first visit we examined a sample of Cemetery Fees, reviewing the Burials Register, Exclusive Rights of Burial and Memorials records examining a sample of entries relating to each area (for the months of April 2019 to November 2019. 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 period;
- Invoices for the 220 allotments are raised at the Orchard Centre by DCK Accounting Services in September each year.
- On the second interim visit we examined car park income including car park permits and collection of cash from parking meter machines. We are pleased to note that robust procedures are in place for collection and banking of the cash.
- It was noted that fees for the burials, allotments, markets and facilities hire were reviewed and approved at F & GP Committee held on 19th November 2019 minute ref. 19/1106.2).

### *Conclusions*

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

## **Petty Cash Account**

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.

We have reviewed the Petty Cash vouchers and reconciliation file to ensure that the system continues to operate effectively, also checking the physical cash held against the control record maintained at the visit on 4<sup>th</sup> December 2019.

### *Conclusions*

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



## Salaries and Wages

We have continued our examination of the payroll procedures in place and the physical payments made to staff to date in 2019-20 by reference to the August and December 2019 documentation. The underlying detail for which continues to be produced by a local bureau provider (GH Online). Consequently:

- Gross pay rates have been checked to ensure that the NJC pay award for 2019-20 had been duly implemented;
- Checked and agreed the payroll provider computations for income tax, NI contributions and pension contributions for all staff.
- Verified the application of accurate and appropriate pension percentage contributions in line with the revised requirements;
- Checked the resultant net payment to each employee to the payment summary; and
- Verified the timely and accurate payment of tax, NI and pension deductions and contributions to the relevant agencies.

### *Conclusions*

*We are pleased to record that no issues have been identified in this area.*

## 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, that an appropriate investment policy is in place and that the Council is obtaining the best rate of return on any such investments made and that interest earned is brought to account correctly and appropriately in the accounting records.

The Council currently has existing PWLB liabilities and we have checked and agreed the instalment repayments for 2019-20 in September 2019 to third party advice notes at a previous visit. We have also checked the balances outstanding on the five Public Works Loans to ensure accurate recording of the year-end balance in the Agar.

### *Conclusions*

*We are pleased to report that no matters have arisen in this area of our review process warranting formal comment or recommendation; we have ensured the accuracy of the year-end balances reported in the detailed Statement of Accounts and 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 for 2019-20.

### *Conclusion*

*We are pleased to report that no matters have arisen in this area of our review process warranting formal comment or recommendation; we have ensured the accuracy of the year-end balances reported in the detailed Statement of Accounts and AGAR.*

## **Statement of Accounts and Annual Return**

The Accounts and Audit Regulations require all Councils to prepare annually a Statement of Accounts in the AGAR, which now forms the statutory Accounts subject to external audit scrutiny and certification.

We have checked and agreed entries in the Statement of Accounts generated by the accounting software to the underlying Trial Balance and other documentation provided by DCK. Similarly, we have checked and agreed the financial data reported to the AGAR.

### *Conclusions*

*No issues have been identified in relation to the verification of detail in the Statement of Accounts and AGAR this year.*

*On the basis of our detailed work during the course of the year on the Council's systems of financial control and content of the detailed Statement of Accounts and that summarised detail set out in the AGAR, we have signed off the Internal Audit Report of the AGAR assigning positive assurances, in each relevant area.*

## Annual Internal Audit Report 2019/20

Item 10b Annual Internal Audit 2019-20

Biggleswade Town Council

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation during the financial year ended 31 March 2020.

The internal audit for 2019/20 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Agreed? Please choose one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic and year-end bank account reconciliations were properly carried out.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. IF the authority certified itself as exempt from a limited assurance review in 2018/19, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2018/19 AGAR tick "not covered")			✓
L. The authority has demonstrated that during summer 2019 it correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations.	✓		
<b>M. (For local councils only)</b> Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

04/12/19 12/02/20 13/07/20

Name of person who carried out the internal audit

Sally King for Auditing Solutions Ltd

Signature of person who carried out the internal audit



Date

13/07/20

\*If the response is 'no' you must include a note to state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

\*\*Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

## Section 1 – Annual Governance Statement 2019/20

We acknowledge as the members of:

BIGGLESWADIE TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2020, that:

	Agreed		'Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓
			<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>

\*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

and recorded as minute reference:

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

Clerk

**Other information required by the Transparency Codes** (not part of Annual Governance Statement)  
Authority web address

**Biggleswade Town Council**

**Statements of Accounts**

**For the year ended 31 March 2020**

# **Biggleswade Town Council**

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**31 March 2020**

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**Biggleswade Town Council**

**Council Information**

**31 March 2020**

**( Information current at July 2020 )**

**Town Mayor**

Cllr M. A. Russell

**Councillors**

Cllr G. Fage (Deputy Mayor)

Cllr D. Albone

Cllr I. J. Bond

Cllr K. Brown

Cllr Ms L. A. Fage

Cllr F. S. Foster

Cllr M. Foster

Cllr M. A. R. Knight

Cllr M. North

Cllr R. M. Pullinger

Cllr Mrs H. Ramsay

Cllr D. A. Strachan

Cllr C. Thomas

Cllr J. Woodhead

**Acting Town Clerk**

P. Truppin

**Responsible Financial Officer (R.F.O.)**

P. Truppin

**Auditors**

Mazars LLP

Salvus House

Aykley Heads

Durham

DH1 5TS

**Internal Auditors**

Auditing Solutions Limited

Clackerbrook Farm

46 The Common, Bromham

Chippenham, Wiltshire, SN15 2JJ

**Biggleswade Town Council**  
**Statement of Responsibilities**  
**31 March 2020**

**The Council's Responsibilities**

The council is required:

- to make arrangements for the proper administration of its financial affairs
- to secure that one of its officers (R.F.O.) has the responsibility for the administration of those affairs. At this council that officer is the Town Clerk, and
- to manage its affairs to secure economic, efficient and effective use of resources and safeguard its assets.

**The Responsible Financial Officer's Responsibilities**

The R.F.O. is responsible for the preparation of the council's Statements of Accounts in accordance with Part 4 of the "Governance and Accountability for Local Councils – A Practitioners Guide (England) (as amended)" (the guide), so far as is applicable to this council, to present a true and fair view of the financial position of the council at 31 March 2020 and its income and expenditure for the year then ended.

In preparing the Statements of Accounts, the R.F.O. has:

- selected suitable accounting policies and then applied them consistently
- made judgements and estimates that were reasonable and prudent, and
- complied with the guide.

The R.F.O. has also:

- kept proper accounting records, which were up to date, and
- taken reasonable steps for the prevention and detection of fraud and other irregularities.

**Responsible Financial Officer's Certificate**

I further certify that the Statements of Accounts present a true and fair view of the financial position of Biggleswade Town Council at 31 March 2020, and its income and expenditure for the year ended 31 March 2020.

Signed: .....

P. Truppin- Acting Town Clerk

Date: .....



**Biggleswade Town Council**  
**Statement of Accounting Policies**  
**31 March 2020**

**Auditors**

**The name and address of the External Auditors is provided for information only.**

**These Statements are not subject to audit and the External Auditors have no responsibility for them.**

**Accounting Convention**

The accounts have been prepared in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008) (FRSSE) issued by the Accounting Standards Board, as applied to Local Councils by part 4 of Governance and Accountability for Local Councils – A Practitioners Guide (England) (the guide). Comparative figures have been restated to conform to the revised formats where appropriate. Certain requirements have been omitted for clarity and simplicity as these statements are not subject to audit. They are produced in support of the council's audited Statement of Accounts contained within the Annual Return Statement of Accounts.

These accounts have been prepared having regard to the fundamental accounting concepts of: Going Concern, Prudence, Accruals, Relevance, Consistency, Reliability, Comparability, Understandability and Materiality.

The accounts have been prepared under the historical cost convention.

**Fixed Assets**

All expenditure in excess of £1000 (on any one item or group of similar items) on the acquisition, creation or enhancement of fixed assets is capitalised on an accruals basis in the accounts. Expenditure on fixed assets is capitalised, provided that the fixed asset yields benefits to the authority and the services it provides, for a period of more than one year. Fixed assets are valued on the basis recommended by the Chartered Institute of Public Finance and Accountancy (CIPFA) and in accordance with the statements of asset valuation principles and guidance notes issued by the Royal Institution of Chartered Surveyors (RICS). The closing balances are stated on the following basis:

land and buildings are included in the balance sheet at Depreciated Replacement Cost (DRC). The DRC basis of valuation requires an estimate of the value of the land in its existing use, together with the current replacement cost of the building and its external works, from which appropriate deductions have been made to reflect the age, condition, economic, functional and environmental obsolescence and other locational factors which might result in the existing building being worth less than a new replacement building,

all other assets are included in the balance sheet at the lower of cost (estimated where not known) or estimated realisable value, except that,

certain community assets are the subject of restrictive covenants as to their use and /or future disposal. Such assets are therefore considered to have no appreciable realisable value and are included at nominal value only.

The surplus or deficit arising on periodic revaluations of fixed assets has been credited or debited to the Revaluation Reserve. Subsequent revaluations of fixed assets are planned at five yearly intervals, although material changes to asset valuations will be adjusted in the interim period, should they occur.

In accordance with Financial Reporting Standard (FRS) 15, depreciation is provided on all operational buildings (but not land), as well as other assets.

**Biggleswade Town Council**  
**Statement of Accounting Policies**  
**31 March 2020**

**Depreciation Policy**

Buildings and leasehold land are depreciated over the shorter of 50 years or the anticipated remaining useful lives on a straight line basis.

Freehold land is not depreciated.

Non Operational Assets (including Investment Properties) are not depreciated.

Vehicles, plant, equipment and furniture are depreciated over 5 to 10 years on a straight line basis.

Play equipment is depreciated over 20 years at 5% per annum straight line

Infrastructure assets are depreciated over 10 years at 10% per annum straight line.

Community assets are not depreciated.

Depreciation is accounted for as a Balance Sheet movement only, not through the Income and Expenditure Account.

**Grants or Contributions from Government or Related Bodies**

**Capital Grants**

Where a fixed asset has been acquired or improved with the financing either wholly or in part by a grant or contribution from government or a related body, e.g. Sports Council, the amount of the grant has been credited to Deferred Grants Account and carried forward. Grants so credited are released back to revenue over the life of the asset to match, and thereby offset wholly or in part, depreciation charged.

**Revenue Grants**

Revenue grants are credited to income when conditions attached thereto have been fulfilled and/or equivalent expenditure has been incurred. Grants received in respect of which the conditions have not been fulfilled, or expenditure incurred, are carried forward as deferred revenue grants.

**Debtors and Creditors**

The revenue accounts of the council are maintained on an accruals basis in accordance with the regulations. That is sums due to or from the council during the year are included whether or not the cash has actually been received or paid in the year. Exceptions to this are payment of regular quarterly and other accounts (e.g. telephones, electricity). This policy is applied consistently each year. Therefore, it will not have a material effect on the year's accounts or on the council's annual budget.

The council reviews the level of its commercial debtors on a regular basis and provisions are made, as required, where the likelihood of amounts proving ultimately collectable is in doubt.

**Value Added Tax**

Income and Expenditure excludes any amounts related to VAT, as all VAT suffered/collected is recoverable from or payable to HM Revenue and Customs. Any amounts not so recoverable are treated as a separate expense.

**External Loan Repayments**

The council accounts for loans on an accruals basis. Details of the council's external borrowings are shown at note 15.

**Biggleswade Town Council**  
**Statement of Accounting Policies**  
**31 March 2020**

**Leases**

Rentals payable under operating leases are charged to revenue on an accruals basis. Details of the council's obligations under operating leases are shown at note 17.

**Reserves**

The council maintains certain reserves to meet general and specific future expenditure. The purpose of the council's reserves is explained in notes 19 to 20.

Certain reserves are maintained to manage the accounting processes for tangible fixed assets, available for sale investments and retirement benefits. They do not represent usable resources for the council:

Capital Financing Account – represent the council's investment of resources in such assets already made.

**Interest Income**

All interest receipts are credited initially to general funds.

**Cost of Support Services**

The costs of management and administration have been apportioned to services on an appropriate and consistent basis.

**Pensions**

The pension costs that are charged against precept in the council's accounts, in respect of its employees, are equal to the contributions paid to the funded pension scheme for those employees.

These contributions are determined by the fund's actuary on a triennial basis and are set to meet 100% of the liabilities of the pension fund, in accordance with relevant government regulations.

The next actuarial valuation is due at 31st March 2022 and any change in contribution rates as a result of that valuation will take effect from 1st April 2023.

**Biggleswade Town Council**  
**Income and Expenditure Account**  
**31 March 2020**

	Notes	2020 £	2019 £
<b>Income</b>			
Precept on District Council		1,011,058	938,232
Grants Receivable		28,350	24,792
Rents Receivable, Interest & Investment Income		593	431
Charges made for Services		130,224	126,843
Other Income		2,114	9,566
Total Income		1,172,339	1,099,864
<b>Expenditure</b>			
<b>Direct Service Costs:</b>			
Salaries & Wages		(425,643)	(359,075)
Grant-aid Expenditure		(34,642)	(29,958)
Other Costs	1	(341,398)	(413,087)
<b>Democratic, Management &amp; Civic Costs:</b>			
Salaries & Wages		(165,406)	(122,076)
Other Costs	1	(161,210)	(122,043)
Total Expenditure		(1,128,299)	(1,046,239)
<b>Excess of Income over Expenditure for the year.</b>		<b>44,040</b>	<b>53,625</b>
<b>Exceptional Items</b>			
(Loss)/Profit on the disposal of fixed assets		-	14,134
<b>Net Operating Surplus for Year</b>		<b>44,040</b>	<b>67,759</b>
<b>STATUTORY CHARGES &amp; REVERSALS</b>			
Statutory Charge for Capital (i.e. Loan Capital Repaid)		(14,078)	(12,521)
Capital Expenditure charged to revenue	11	(13,526)	(86,169)
Reverse profit on asset disposals		-	(14,134)
Transfer (to)/from Earmarked Reserves	20	(88,474)	100,605
<b>(Deficit)/Surplus for the Year (from)/to General Fund</b>		<b>(72,038)</b>	<b>55,540</b>
<b>Net Surplus for the Year</b>		<b>16,436</b>	<b>(45,065)</b>
The above Surplus for the Year has been applied for the Year to as follows:			
Transfer (to)/from Earmarked Reserves	20	88,474	(100,605)
(Deficit)/Surplus for the Year (from)/to General Fund		(72,038)	55,540
		<b>16,436</b>	<b>(45,065)</b>

The council had no other recognisable gains and/or losses during the year.

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*The notes on pages 12 to 21 form part of these unaudited statements.*

**Biggleswade Town Council**  
**Statement of Movement in Reserves**  
**31 March 2020**

<b>Reserve</b>	<b>Purpose of Reserve</b>	<b>Notes</b>	<b>2020 £</b>	<b>Net Movement in Year £</b>	<b>2019 £</b>
Capital Financing Account	Store of capital resources set aside to purchase fixed assets	19	1,353,665	(44,328)	1,397,993
Earmarked Reserves	Amounts set aside from revenue to meet general and specific future expenditure	20	402,197	88,474	313,723
General Fund	Resources available to meet future running costs		134,401	(72,038)	206,439
<b>Total</b>			<b>1,890,263</b>	<b>(27,892)</b>	<b>1,918,155</b>

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*The notes on pages 12 to 21 form part of these unaudited statements.*

**Biggleswade Town Council**

**Balance Sheet**

**31 March 2020**

	Notes	2020 £	2020 £	2019 £
<b>Fixed Assets</b>				
Tangible Fixed Assets	10		1,816,659	1,906,930
<b>Current Assets</b>				
Debtors and prepayments	13	71,799		69,580
Cash at bank and in hand		<u>521,437</u>		<u>544,630</u>
		593,236		614,210
<b>Current Liabilities</b>				
Current Portion of Long Term Borrowings		(9,453)		(9,115)
Current Portion of Deferred Liabilities		(4,963)		(4,963)
Creditors and income in advance	14	<u>(30,237)</u>		<u>(64,247)</u>
<b>Net Current Assets</b>			548,583	535,885
<b>Total Assets Less Current Liabilities</b>			2,365,242	2,442,815
<b>Long Term Liabilities</b>				
Long-term borrowing	15		(111,224)	(120,677)
Deferred liabilities	16		(3,308)	(8,271)
Deferred Grants	18		(360,447)	(395,712)
<b>Total Assets Less Liabilities</b>			<u>1,890,263</u>	<u>1,918,155</u>
<b>Capital and Reserves</b>				
Capital Financing Reserve	19		1,353,665	1,397,993
Earmarked Reserves	20		402,197	313,723
General Reserve			<u>134,401</u>	<u>206,439</u>
			<u>1,890,263</u>	<u>1,918,155</u>

The Statements of Accounts represent a true and fair view of the financial position of the Council as at 31 March 2020, and of its Income and Expenditure for the year.

These accounts were approved by the Council on July 2020 .

Signed: .....  
Cllr M. A. Russell  
Town Mayor

.....  
P. Truppin  
Responsible Financial Officer

Date: .....  
.....

---

*The notes on pages 12 to 21 form part of these unaudited statements.*

**Biggleswade Town Council**

**Cash Flow Statement**

**31 March 2020**

	Notes	2020 £	2020 £	2019 £
<b>REVENUE ACTIVITIES</b>				
<i>Cash outflows</i>				
Paid to and on behalf of employees		(609,180)		(463,019)
Other operating payments		(543,316)		(562,855)
			(1,152,496)	(1,025,874)
<i>Cash inflows</i>				
Precept on District Council		1,011,058		938,232
Cash received for services		126,586		193,864
Revenue grants received		24,950		21,022
			1,162,594	1,153,118
<b>Net cash inflow from Revenue Activities</b>	23		10,098	127,244
<b>SERVICING OF FINANCE</b>				
<i>Cash outflows</i>				
Interest paid		(5,879)		(6,360)
Interest element of Finance Lease/HP Installments		(401)		(376)
<i>Cash inflows</i>				
Interest received		593		431
<b>Net cash (outflow) from Servicing of Finance</b>			(5,687)	(6,305)
<b>CAPITAL ACTIVITIES</b>				
<i>Cash outflows</i>				
Purchase of fixed assets		(13,526)		(107,387)
<i>Cash inflows</i>				
Sale of fixed assets		-		10,635
Capital grant received		-		14,083
<b>Net cash (outflow) from Capital Activities</b>			(13,526)	(82,669)
<b>Net cash (outflow)/inflow before Financing</b>			(9,115)	38,270
<b>FINANCING AND LIQUID RESOURCES</b>				
<i>Cash outflows</i>				
Loan repayments made			(9,115)	(8,793)
Hire Purchase and Lease repayments made			(4,963)	(7,228)
<b>Net cash (outflow) from financing and liquid resources</b>			(14,078)	(16,021)
<b>(Decrease)/Increase in cash</b>	24		<b>(23,193)</b>	<b>22,249</b>

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*The notes on pages 12 to 21 form part of these unaudited statements.*

**Biggleswade Town Council**

**Notes to the Accounts**

**31 March 2020**

**1 Other Costs Analysis**

**Other Costs reported in the council's Income and Expenditure Account comprise the following:**

**Direct Service Costs**

	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
Community Centres	17,680	12,759
Outdoor Sports & Recreation Facilities	109,751	114,254
Allotments	1,306	2,457
Cemeteries	37,675	32,051
Public Conveniences	22,264	23,161
Community Safety (Crime Reduction)	14,833	14,982
Market Undertakings	16,042	12,942
Promotion & Marketing of the Area	36,207	32,720
Community Development	34,642	29,958
Street Lighting	10,302	93,405
Off-street Parking	75,338	74,356
Less: Grant-aid Expenditure	(34,642)	(29,958)
<b>Total</b>	<b>341,398</b>	<b>413,087</b>

**Democratic, Management & Civic Costs**

	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
Corporate Management	63,005	52,385
Democratic Representation & Management	90,730	59,998
Civic Expenses	350	1,745
Mayors Allowance	845	1,179
Interest Payable	6,280	6,736
<b>Total</b>	<b>161,210</b>	<b>122,043</b>

As reported in the Statement of Accounting Policies, apportionment of central costs is not reflected in the above analysis.

**2 Interest Payable and Similar Charges**

	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
External Interest Charges - Loans	5,879	6,360
External Interest Charges - Lease/H.P.	401	376
	<b>6,280</b>	<b>6,736</b>



**Biggleswade Town Council**

**Notes to the Accounts**

**31 March 2020**

**3 Interest and Investment Income**

	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
Interest Income - General Funds	593	431
	<u>593</u>	<u>431</u>

**4 Agency Work**

During the year the Council undertook no agency work on behalf of other authorities.

During the year the Council commissioned no agency work to be performed by other authorities.

**5 Related Party Transactions**

The council entered into no material transactions with related parties during the year.

**6 Audit Fees**

The council is required to report and disclose the cost of services provided by its external auditors.

These may be summarised as follows:

	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
Fees for statutory audit services	2,000	1,600
Total fees	<u>2,000</u>	<u>1,600</u>

**7 Members' Allowances**

	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
Members of Council have been paid the following allowances for the year:		
Mayors Allowance	845	1,179
	<u>845</u>	<u>1,179</u>

The council has resolved that, other than the Town Mayor, no members allowances will be paid.

**8 Employees**

The average weekly number of employees during the year was as follows:

	<b>2020</b>	<b>2019</b>
	<b>Number</b>	<b>Number</b>
Full-time	16	15
Part-time	3	3
Temporary	-	-
	<u>19</u>	<u>18</u>

All staff are paid in accordance with nationally agreed pay scales.

## **Biggleswade Town Council**

### **Notes to the Accounts**

**31 March 2020**

#### **9 Pension Costs**

The council participates in the Bedfordshire Pension Fund. The Bedfordshire Pension Fund is a defined benefit scheme, but the council is unable to identify its share of the underlying assets and liabilities because all town and parish councils in the scheme pay a common contribution rate.

The cost to the council for the year ended 31 March 2020 was £89,937 (31 March 2019 - £73,101).

The most recent actuarial valuation was carried out as at 31st March 2019, and the council's contribution rate is confirmed as being 24.80% of employees' pensionable pay, plus a lump sum of £0 with effect from 1st April 2020 (year ended 31 March 2020 – 23.80%, plus a lump sum of £0).

Financial Reporting Standard 17 (FRS17): "Retirement Benefits" sets out accounting requirements for pension costs. For schemes such as Bedfordshire Pension Fund, paragraph 9(b) of FRS17 requires the council to account for pension costs on the basis of contributions actually payable to the scheme during the year.

#### **10 Tangible Fixed Assets**

	<b>Operational Freehold Land and Buildings</b>	<b>Operational Leasehold Land and Buildings</b>	<b>Non Operational Land and Buildings</b>	<b>Vehicles and Equipment</b>	<b>Infra- structure Assets</b>	<b>Community Assets</b>	<b>Other</b>	<b>Total</b>
<b>Cost</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
At 31 March 2019	1,813,044	9,095	-	780,300	301,364	15,380	6,800	2,925,983
Additions	-	-	-	12,559	442	-	525	13,526
At 31 March 2020	1,813,044	9,095	-	792,859	301,806	15,380	7,325	2,939,509
<b>Depreciation</b>								
At 31 March 2019	(400,299)	-	-	(390,395)	(228,359)	-	-	(1,019,053)
Charged for the year	(28,179)	-	-	(65,893)	(9,725)	-	-	(103,797)
At 31 March 2020	(428,478)	-	-	(456,288)	(238,084)	-	-	(1,122,850)
<b>Net Book Value</b>								
At 31 March 2020	1,384,566	9,095	-	336,571	63,722	15,380	7,325	1,816,659
At 31 March 2019	1,412,745	9,095	-	389,905	73,005	15,380	6,800	1,906,930

Although classified as capital expenditure, certain minor equipment purchases are not included in the above as they are not material in overall value.

#### **Fixed Asset Valuation**

The freehold and leasehold properties that comprise the council's properties have been valued as at 31st March 2004 by external independent valuers, Messrs Rushton International. Valuations have been made on the basis set out in the Statement of Accounting Policies, except that not all properties were inspected. This was neither practical nor considered by the valuer to be necessary for the purpose of valuation. Plant and machinery that form fixtures to the building are included in the valuation of the building.

#### **Assets Held under Finance Agreements**

The council holds no such assets

## **Biggleswade Town Council**

### **Notes to the Accounts**

**31 March 2020**

	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
Value as at 31 March 2019	14,710	5,972
Additions to assets held under finance lease/hire purchase agreements	-	18,388
Assets no longer subject to finance lease/hire purchase agreements	-	(2,986)
Depreciation Charged in Year	(3,678)	(6,664)
Value as at 31 March 2020	<u>11,032</u>	<u>14,710</u>

#### **11 Financing of Capital Expenditure**

	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
The following capital expenditure during the year:		
Fixed Assets Purchased	<u>13,526</u>	<u>129,275</u>
	<u>13,526</u>	<u>129,275</u>
was financed by:		
Capital Receipts	-	14,135
Capital Grants	-	14,083
New H.P./Lease Finance	-	18,388
Revenue:		
Capital Projects Reserve	13,526	82,669
Precept and Revenue Income	-	3,500
	<u>13,526</u>	<u>129,275</u>

#### **12 Information on Assets Held**

Fixed assets owned by the council include the following:

##### **Operational Land and Buildings**

Old Court House  
Works Depot and Garage  
Pavilions at 3 Recreation Grounds  
Recreation Grounds – 6  
Cemeteries (2) and associated buildings  
Orchard Community Centre  
Car Parks – 6 (3 Leasehold)  
Allotments (Leasehold)

##### **Vehicles and Equipment**

Light trucks (4)  
Market Stalls  
Play Equipment at 14 sites  
Sundry grounds maintenance equipment  
Sundry office equipment  
Orchard Community Centre Fittings and Equipment

**Biggleswade Town Council**

**Notes to the Accounts**

**31 March 2020**

**12 Information on Assets Held (cont'd)**

**Infrastructure Assets**

Sandy Cycleway

Street furniture

Car Park Pay & Display Equipment

**Community Assets**

Land at Back Street

Common Rights

Jubilee Amenity Area

Old Town Drum Clock

Council Regalia

**13 Debtors**

	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
General Debtors	4,741	15,825
Allotment Debtors	890	633
Pitch Hire Debtors	3,656	4,691
Trade Debtors	9,287	21,149
VAT Recoverable	20,270	17,182
Other Debtors	26,879	7,262
Prepayments	15,363	22,634
Accrued Income	-	1,353
	<u>71,799</u>	<u>69,580</u>

**14 Creditors and Accrued Expenses**

	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
Trade Creditors	19,472	31,501
Other Creditors	120	257
Superannuation Payable	-	8,715
Payroll Taxes and Social Security	-	9,416
Accruals	7,145	11,508
Income in Advance	3,500	2,850
	<u>30,237</u>	<u>64,247</u>

**Biggleswade Town Council**

**Notes to the Accounts**

**31 March 2020**

**15 Long Term Liabilities**

	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
Public Works Loan Board	120,677	129,792
	<hr/> 120,677	<hr/> 129,792

	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
The above loans are repayable as follows:		
Within one year	9,453	9,115
From one to two years	9,807	9,453
From two to five years	25,154	26,474
From five to ten years	32,854	34,483
Over ten years	43,409	50,267
	<hr/>	<hr/>
Total Loan Commitment	120,677	129,792
Less: Repayable within one year	(9,453)	(9,115)
	<hr/>	<hr/>
Repayable after one year	111,224	120,677
	<hr/>	<hr/>

**16 Deferred Liabilities**

	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
H.P. and Lease Creditors	8,271	13,234
	<hr/>	<hr/>

	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
The above liabilities are repayable as follows:		
Within one year	4,963	4,963
From one to two years	3,308	4,963
From two to five years	-	3,308
From five to ten years	-	-
Over ten years	-	-
	<hr/>	<hr/>
Total Deferred Liabilities	8,271	13,234
Less: Repayable within one year	(4,963)	(4,963)
	<hr/>	<hr/>
	3,308	8,271
	<hr/>	<hr/>

**Biggleswade Town Council**

**Notes to the Accounts**

**31 March 2020**

**17 Financial Commitments under Operating Leases**

The council had annual commitments under non-cancellable operating leases of property as follows:

	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
Obligations expiring within one year	-	-
Obligations expiring between two and five years	-	-
Obligations expiring after five years	29,001	29,001
	<u>29,001</u>	<u>29,150</u>

The council had annual commitments under non-cancellable operating leases of equipment as follows:

	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
Obligations expiring within one year	-	149
Obligations expiring between two and five years	2,922	2,922
Obligations expiring after five years	-	-
	<u>2,922</u>	<u>3,071</u>

**18 Deferred Grants**

	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
<b>Capital Grants Unapplied</b>		
At 01 April	-	-
Grants received in the year	-	14,083
Applied to finance capital investment	-	(14,083)
At 31 March	<u>-</u>	<u>-</u>
<b>Capital Grants Applied</b>		
At 01 April	365,912	383,694
Grants Applied in the year	-	14,083
Released to offset depreciation	(31,865)	(31,865)
At 31 March	<u>334,047</u>	<u>365,912</u>
<b>Revenue Grants and S106 Revenue Contributions</b>		
At 01 April	29,800	33,570
Released to Revenue	(3,400)	(3,770)
At 31 March	<u>26,400</u>	<u>29,800</u>
<b>Total Deferred Grants</b>		
At 31 March	<u>360,447</u>	<u>395,712</u>
At 01 April	<u>395,712</u>	<u>417,264</u>

Capital Grants are accounted for on an accruals basis and grants received have been credited to Deferred Grants Account. Amounts are released from the Deferred Grants Account to offset any provision for depreciation charged to revenue accounts in respect of assets that were originally acquired with the assistance of such grants.

## **Biggleswade Town Council**

### **Notes to the Accounts**

**31 March 2020**

#### **19 Capital Financing Account**

	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
Balance at 01 April	1,397,993	1,356,220
Financing capital expenditure in the year		
Additions - using capital receipts	-	14,135
Additions - using revenue balances	13,526	86,169
Loan repayments	14,078	12,521
Disposal of fixed assets	-	(14,500)
Depreciation eliminated on disposals	-	14,499
Reversal of depreciation	(103,797)	(102,916)
Deferred grants released	31,865	31,865
Balance at 31 March	<u>1,353,665</u>	<u>1,397,993</u>

The Capital Financing Account represents revenue and capital resources applied to finance capital expenditure or for the repayment of external loans. It also includes the reversal of depreciation to ensure it does not impact upon the amount to be met from precept. It does not represent a reserve that the council can use to support future expenditure.

#### **20 Earmarked Reserves**

	<b>Balance at</b>	<b>Contribution</b>	<b>Contribution</b>	<b>Balance at</b>
	<b>01/04/2019</b>	<b>to reserve</b>	<b>from reserve</b>	<b>31/03/2020</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Capital Projects Reserves	313,723	100,000	(13,526)	400,197
Asset Renewal Reserves	-	-	-	-
Other Earmarked Reserves	-	2,000	-	2,000
Total Earmarked Reserves	<u>313,723</u>	<u>102,000</u>	<u>(13,526)</u>	<u>402,197</u>

The Capital Projects Reserves are credited with amounts set aside from revenue to part finance specific projects which are part of the council's capital programme.

The Other Earmarked Reserves are credited with amounts set aside from revenue to fund specific known commitments of the council.

The Other Earmarked Reserves at 31 March 2020 are set out in detail at Appendix A.

#### **21 Capital Commitments**

The council had no other capital commitments at 31 March 2020 not otherwise provided for in these accounts.

#### **22 Contingent Liabilities**

The council is not aware of any contingent liabilities at the date of these accounts.

**Biggleswade Town Council**

**Notes to the Accounts**

**31 March 2020**

**23 Reconciliation of Revenue Cash Flow**

	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
Net Operating Surplus for the year	44,040	53,625
Add/(Deduct)		
Interest Payable	6,280	6,736
Interest and Investment Income	(593)	(431)
Deferred Revenue Grants Released to Revenue	(3,400)	(3,770)
(Increase)/Decrease in debtors	(2,219)	56,573
(Decrease)/Increase in creditors	(34,010)	14,511
Revenue activities net cash inflow	<u>10,098</u>	<u>127,244</u>

**24 Movement in Cash**

	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
<b>Balances at 01 April</b>		
Cash with accounting officers	75	275
Cash at bank	<u>544,555</u>	<u>522,106</u>
	544,630	522,381
<b>Balances at 31 March</b>		
Cash with accounting officers	179	75
Cash at bank	<u>521,258</u>	<u>544,555</u>
	521,437	544,630
<b>Net cash (outflow)/inflow</b>	<u>(23,193)</u>	<u>22,249</u>

**25 Reconciliation of Net Funds/Debt**

	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
(Decrease)/Increase in cash in the year	<u>(23,193)</u>	<u>22,249</u>
Cash outflow from repayment of debt	<u>14,078</u>	<u>16,021</u>
<b>Net cash flow arising from changes in debt</b>	<u>14,078</u>	<u>16,021</u>
New H P/Lease Agreements	-	(18,388)
Movement in net debt/funds in the year	<u>(9,115)</u>	<u>19,882</u>
Cash at bank and in hand	544,630	522,381
Total borrowings	<u>(143,026)</u>	<u>(140,659)</u>
<b>Net funds at 01 April</b>	<u>401,604</u>	<u>381,722</u>
Cash at bank and in hand	521,437	544,630
Total borrowings	<u>(128,948)</u>	<u>(143,026)</u>
<b>Net funds at 31 March</b>	<u>392,489</u>	<u>401,604</u>



**Biggleswade Town Council**

**Notes to the Accounts**

**31 March 2020**

**26 Post Balance Sheet Events**

There are no significant Post Balance Sheet events since the preparation of these accounts, up to the date of their final adoption (on July 2020), which would have a material impact on the amounts and results reported herein.

**Biggleswade Town Council**

**Appendices**

**31 March 2020**

**Appendix A**

**Schedule of Earmarked Reserves**

	<u>Balance at</u> <u>01/04/2019</u> £	<u>Contribution</u> <u>to reserve</u> £	<u>Contribution</u> <u>from reserve</u> £	<u>Balance at</u> <u>31/03/2020</u> £
<u>Capital Projects Reserves</u>				
Rolling Capital Fund	313,723	100,000	(13,526)	400,197
	<u>313,723</u>	<u>100,000</u>	<u>(13,526)</u>	<u>400,197</u>
<u>Other Earmarked Reserves</u>				
Twinning	0	500		500
Depot	0	1,500		1,500
	<u>0</u>	<u>2,000</u>	<u>0</u>	<u>2,000</u>
<b>TOTAL EARMARKED RESERVES</b>	<b><u>313,723</u></b>	<b><u>102,000</u></b>	<b><u>(13,526)</u></b>	<b><u>402,197</u></b>

## Biggleswade Town Council

31 March 2020

### Annual Report Tables

**Table. 1 – Budget & Actual Comparison**

	<b>Budget £</b>	<b>Actual £</b>
Net Expenditure		
Recreation & Sport	385,476	348,054
Open Spaces	(4,035)	(5,215)
Cemetery, Cremation & Mortuary	76,485	85,665
Environmental Health	26,650	22,264
Community Safety (Crime Reduction)	18,000	14,833
Planning & Development Services (including Markets)	127,040	138,918
Highways Roads (Routine)	500	-
Street Lighting	-	10,302
Parking Services	28,648	35,238
Net Direct Services Costs	<u>658,764</u>	<u>650,059</u>
Corporate Management	100,274	131,732
Democratic & Civic	142,436	179,540
Net Democratic, Management and Civic Costs	<u>242,710</u>	<u>311,272</u>
Interest & Investment Income	(5,000)	(593)
Loan Charges	17,351	20,358
Capital Expenditure	-	13,526
Transfers to/(from) other reserves	100,000	88,474
(Deficit from) General Reserve	<u>(2,767)</u>	<u>(72,038)</u>
<b>Precept on District Council</b>	<u><u>1,011,058</u></u>	<u><u>1,011,058</u></u>

## **Biggleswade Town Council**

**31 March 2020**

### **Annual Report Tables**

**Table. 2 – Service Income & Expenditure**

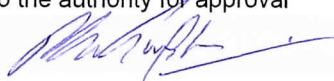
<b>Notes</b>	<b>2020 £</b>	<b>2020 £</b>	<b>2020 £</b>	<b>2019 £</b>
	<b>Gross Expenditure</b>	<b>Income</b>	<b>Net Expenditure</b>	<b>Net Expenditure</b>
<b>CULTURAL &amp; RELATED SERVICES</b>				
Recreation & Sport	408,450	(60,396)	348,054	311,404
Open Spaces	1,306	(6,521)	(5,215)	(3,902)
<b>ENVIRONMENTAL SERVICES</b>				
Cemetery, Cremation & Mortuary	100,954	(15,289)	85,665	70,602
Environmental Health	22,264	-	22,264	23,161
Community Safety (Crime Reduction)	14,833	-	14,833	14,982
<b>PLANNING &amp; DEVELOPMENT SERVICES</b>				
Economic Development (including markets)	117,775	(12,914)	104,861	70,673
Community Development	34,642	(585)	34,057	29,487
<b>HIGHWAYS, ROADS &amp; TRANSPORT SERVICES</b>				
Street Lighting	10,302	-	10,302	93,405
Parking Services	91,157	(55,919)	35,238	40,673
<b>CENTRAL SERVICES</b>				
Corporate Management	133,893	(2,161)	131,732	95,328
Democratic & Civic	185,248	(6,950)	178,298	129,756
Civic Expenses	1,195	47	1,242	2,733
<b>Net Cost of Services</b>	<b>1,122,019</b>	<b>(160,688)</b>	<b>961,331</b>	<b>878,302</b>

Section 2 – Accounting Statements 2019/20 for

	Year ending		Notes and guidance
	31 March 2019 £	31 March 2020 £	
1. Balances brought forward	565,227	520,162	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	938,232	1,011,058	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	175,715	161,281	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	(481,151)	(591,049)	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	(15,153)	(14,994)	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	(662,708)	(549,860)	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	520,162	536,598	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	544,630	521,437	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b>
9. Total fixed assets plus long term investments and assets	2,925,983	2,939,509	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	129,792	120,677	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.
			N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2020 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval



Date

08/07/20

I confirm that these Accounting Statements were approved by this authority on this date:

as recorded in minute reference:

Signed by Chairman of the meeting where the Accounting Statements were approved

[NAME]  
[ADDRESS]

Your ref:  
Our ref: EXAM 117  
Date: 02/07/20

Dear [NAME]

### **Local Plan consultation on additional evidence - June 2020**

We wrote to you in June about the latest stage of progressing the Central Bedfordshire Local Plan and, in particular, the consultation that is currently underway relating to additional evidence. This consultation is ongoing and closes on Wednesday 12<sup>th</sup> August 2020 at 5pm. Details of the Local Plan and the consultation are available on the Council's website at the links provided below.

Following feedback that a summary of what is being proposed would be helpful, we would like to notify you that we have published one additional document:

### **EXAM: 117 CBC Schedule of Suggested Main Modifications arising from Additional Evidence – June 2020**

This additional document **does not** form part of the consultation. It is simply being published to assist consultees and the Inspectors. However, we wanted to make you aware of it in case it would be helpful to you. It provides an overview of the Modifications to the Local Plan that are being suggested by the Council in response to the recently published additional evidence. These modifications are already set out within the Technical Papers, the new document simply presents them in a single table for convenience.

Please note: These are modifications being suggested by the Council as a result of this new evidence only. It does not include all Modifications previously discussed at hearings, or otherwise, which will be published at the end of the Examination process. Whilst the Council can suggest Modifications, it is for the Inspectors to agree and recommend all Modifications during the course of the Examination. All Main Modifications recommended by the Inspectors will be subject to their own and separate consultation at a later stage of the process.

### **Details of the Local Plan Examination:**

[https://www.centralbedfordshire.gov.uk/info/45/planning\\_policy/468/local\\_plan\\_-\\_overview/15](https://www.centralbedfordshire.gov.uk/info/45/planning_policy/468/local_plan_-_overview/15)

### **Details of the consultation on additional evidence:**

[https://www.centralbedfordshire.gov.uk/info/45/planning\\_policy/468/local\\_plan\\_-\\_overview/17](https://www.centralbedfordshire.gov.uk/info/45/planning_policy/468/local_plan_-_overview/17)

**The additional document can be found here:**

<https://centralbedfordshire.app.box.com/s/0x3wevvnyioq2e72vyffq83roe24r5n0>

Yours sincerely,

A handwritten signature in black ink that reads "A. Davie". The letters are cursive and fluid.

**Andrew Davie**  
**Assistant Director – Development and Infrastructure**

Council 28/07/2020

Items for Consideration  
Item 11b CBC Local Plan



Central  
Bedfordshire

Cllr Mrs Madeline Russell  
Biggleswade Town Council  
The Old Court House  
4 Saffron Road  
Biggleswade  
Beds  
SG18 8DL

Your ref:

Our ref: EXAM 117

Date: 02/07/20

Dear Cllr Mrs Madeline Russell,

#### **Local Plan consultation on additional evidence - June 2020**

We wrote to you in June about the latest stage of progressing the Central Bedfordshire Local Plan and, in particular, the consultation that is currently underway relating to additional evidence. This consultation is ongoing and closes on Wednesday 12<sup>th</sup> August 2020 at 5pm. Details of the Local Plan and the consultation are available on the Council's website at the links provided below.

Following feedback that a summary of what is being proposed would be helpful, we would like to notify you that we have published one additional document:

#### **EXAM: 117 CBC Schedule of Suggested Main Modifications arising from Additional Evidence – June 2020**

This additional document **does not** form part of the consultation. It is simply being published to assist consultees and the Inspectors. However, we wanted to make you aware of it in case it would be helpful to you. It provides an overview of the Modifications to the Local Plan that are being suggested by the Council in response to the recently published additional evidence. These modifications are already set out within the Technical Papers, the new document simply presents them in a single table for convenience.

Please note: These are modifications being suggested by the Council as a result of this new evidence only. It does not include all Modifications previously discussed at hearings, or otherwise, which will be published at the end of the Examination process. Whilst the Council can suggest Modifications, it is for the Inspectors to agree and recommend all Modifications during the course of the Examination. All Main Modifications recommended by the Inspectors will be subject to their own and separate consultation at a later stage of the process.

#### **Details of the Local Plan Examination:**

[https://www.centralbedfordshire.gov.uk/info/45/planning\\_policy/468/local\\_plan\\_-\\_overview/15](https://www.centralbedfordshire.gov.uk/info/45/planning_policy/468/local_plan_-_overview/15)

#### **Details of the consultation on additional evidence:**

[https://www.centralbedfordshire.gov.uk/info/45/planning\\_policy/468/local\\_plan\\_-\\_overview/17](https://www.centralbedfordshire.gov.uk/info/45/planning_policy/468/local_plan_-_overview/17)

#### **The additional document can be found here:**

<https://centralbedfordshire.app.box.com/s/0x3wevvnyioq2e72vyffq83roe24r5n0>

Yours sincerely,

**Andrew Davie**  
Assistant Director – Development and Infrastructure



**EXAM 117:  
CBC Draft Suggested Main  
Modifications arising from  
Additional Evidence**

**02 July 2020**

**A great place to live and work.**

## **CENTRAL BEDFORDSHIRE COUNCIL SCHEDULE OF SUGGESTED 'MAIN MODIFICATIONS' ARISING FROM ADDITIONAL EVIDENCE – JUNE 2020**

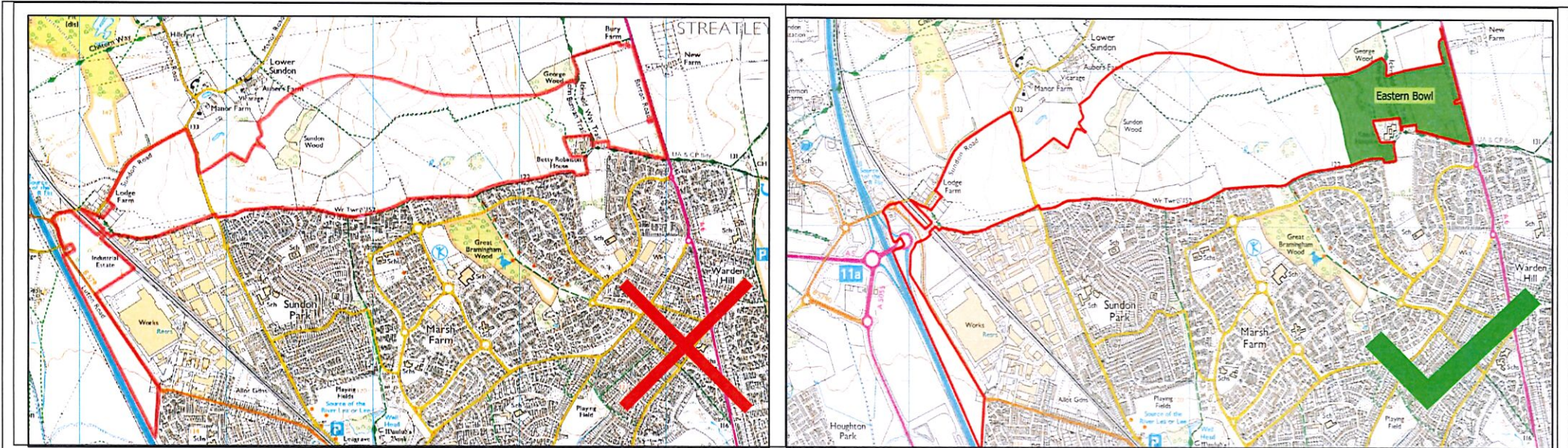
### **Central Bedfordshire Council Local Plan 2015 – 2035**

This document sets out the 'Main Modifications' to the submission version Local Plan suggested by Officers in response to the Inspectors' initial findings, dated 30 September 2019 (EXAM69). The following Main Modifications are all set out in the Technical Papers which accompany the Additional Evidence prepared by the Council and published on the examination website (EXAM106-EXAM114). The purpose of this document is to assist representors by providing a clear overview of the suggested changes in a single document.

It will be for the Inspectors to recommend any necessary Main Modifications. Once finalised, the full schedule of Main Modifications to the Plan, including those previously agreed at hearing sessions in June and July 2019, and during any future sessions (as may be required) will be subject to a full public consultation in due course.

EXAM document ref and title	Section of the EXAM document	Paragraph/Section of the Local Plan	Proposed Modification
EXAM113	Para. 3.5.36	Chapter 5 Paragraph 5.2	<p>To include a new introductory paragraph before the 'Key Spatial Objectives' that clarifies their purpose and how they informed the Growth Strategy:</p> <p><b><u>“The Key Spatial Objectives are high level, overarching principles that guide the delivery of the vision for Central Bedfordshire and inform the Spatial Strategy. The policies and proposals of the Plan are intended to broadly support the achievement of these objectives. These objectives should not be read and applied in isolation. There are scenarios where a combination of objectives may relate to individual sites and some will take precedence over others in informing the Spatial Strategy”.</u></b></p>
EXAM113	Various	Policy SP1: Growth Strategy	<p>Consequential amendments to Policy SP1: Growth Strategy to reflect other proposed modifications set out below:</p> <p>“39,350 homes, and a minimum of 24,000 new jobs will be delivered in Central Bedfordshire over the period 2015 to 2035. This number includes around 23,528 homes which are already planned for or built. In order to accommodate the growth required up to 2035 in a sustainable and controlled manner, growth will be distributed throughout Central Bedfordshire, including on land currently designated as Green Belt. Green Belt boundaries will be redrawn for a small number of sites where a strong case can be made that they meet the exceptional criteria tests for removal and allocation for housing.</p> <p>New homes and jobs will be delivered via a combination of strategic and small - medium scale allocations throughout Central Bedfordshire. Strategic allocations will be made at the following locations:</p> <p>North of Luton (Town Extension) - 4,000 <b>3,100</b> homes and <del>20</del><b>7</b>ha employment land.</p> <ul style="list-style-type: none"> <li>• M1 Junction 11a - Strategic Employment Area - 45ha</li> <li>• Marston Valley (New Villages) - 5,000 homes and 40 <b>30</b> ha employment land.</li> <li>• M1 Junction 13 - Strategic Employment Area - 35ha</li> <li>• East of Arlesey (Town Extension) - 2,000 homes</li> </ul>

			<ul style="list-style-type: none"> <li>• <del>RAF Henlow (Mixed Use Specialist Employment) – 130 hectares.</del></li> <li>• East of Biggleswade (New Village) - 1,500 homes</li> <li>• A1 Corridor - Biggleswade South - Strategic Employment Area – <del>60</del> <b>77</b>ha</li> </ul> <p>Development will also be brought forward through Neighbourhood Plans, and through <b>medium and small-scale extensions</b> to villages and towns throughout Central Bedfordshire. Planning applications for piecemeal development that prejudices the delivery of allocations set out in this policy will be refused”.</p>
<b>EXAM113</b>	Para. 3.3.51	Policy SA1: North of Luton Proposed Allocation Map	<i>Amend the red line site boundary to exclude the parcel of land to the north of the Link Road, adjacent to the A6 (see below):</i>
<b>EXAM113</b>	Para. 3.3.51	Policy SA1: North of Luton Proposed Allocation Map	<i>Remove area of recently developed employment land from within the site boundary (see below):</i>
<b>EXAM113</b>	Para. 3.3.51	<i>Policy SA1: North of Luton Proposed Allocation Map</i>	<i>Illustrate the location of the area referred to as the ‘eastern bowl’ (see below):</i>

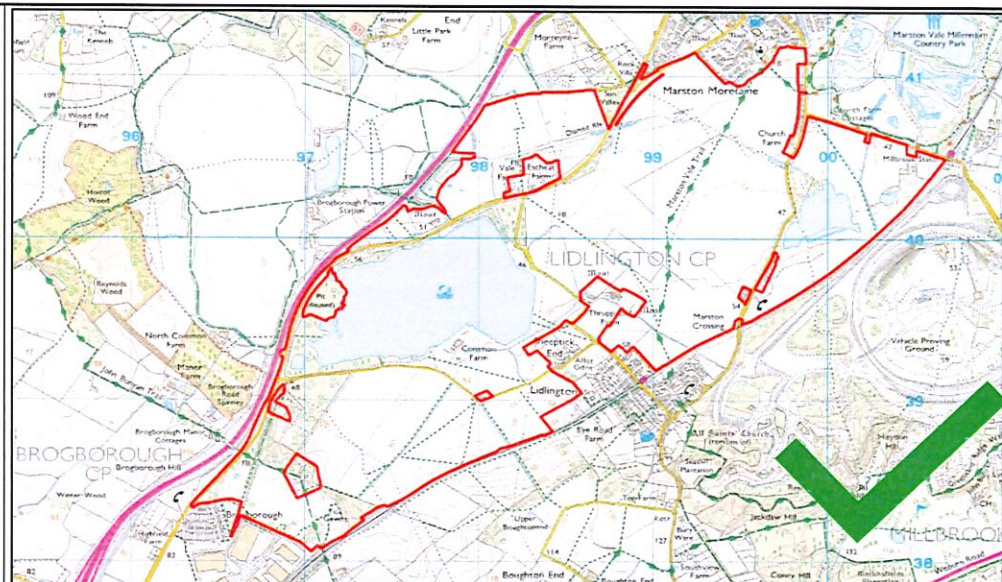
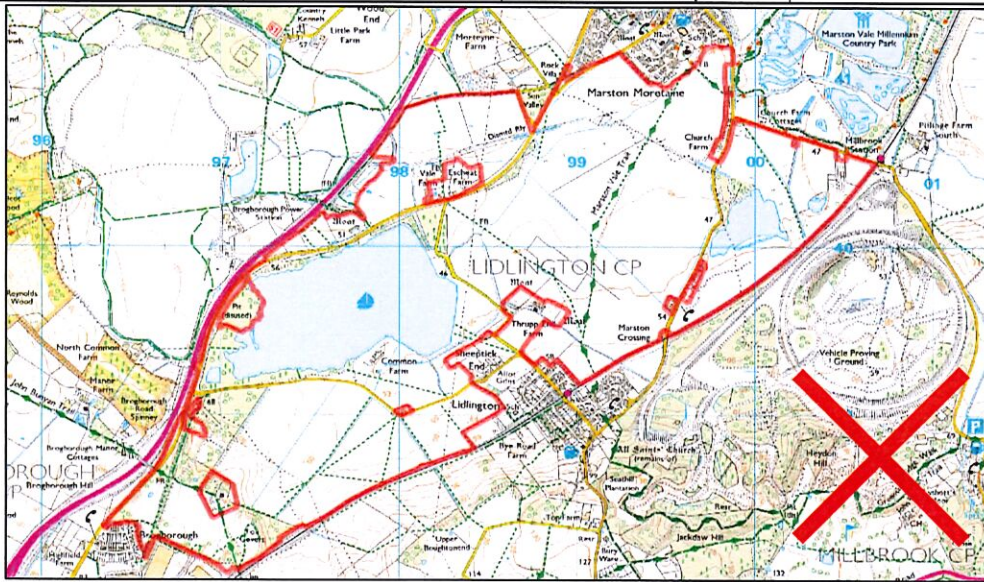


**Extract illustrating proposed changes to SA1: North of Luton Proposed Allocation Map.**

<p><b>EXAM113</b></p>	<p>Para. 3.3.52</p>	<p>Policy SA1 – first paragraph</p>	<p><i>Amend first paragraph to confirm the proposed quantum of growth and approach:</i></p> <p>“Land to the north of Luton, as identified on the <del>proposal</del> <b>Policies</b> maps, is allocated for a mixed-use development, consisting of up to 4,000 <u>at least 3,100</u> dwellings and <del>a minimum of</del> <u>approximately 7</u> hectares of employment land for B1, B2 and B8 uses”.</p>
<p><b>EXAM113</b></p>	<p>Para. 3.3.52</p>	<p>Policy SA1 – new para. After first paragraph</p>	<p><i>Insert new paragraph after the first paragraph to clarify the approach to considering land within the ‘eastern bowl’ for sensitively designed development:</i></p> <p><b>“The site shall deliver approximately 3,100 dwellings and 7 hectares of B-use employment on land between the M1 and Keech Hospice (beyond the ‘eastern bowl’). Opportunities should be sought to maximise densities on this part of the site where appropriate and in accordance with other policies in this Plan. Proposals for additional built development within the ‘eastern bowl’, as identified on the Policies Map, will only be acceptable where additional evidence demonstrates that any impacts on the</b></p>

<p><b>Chilterns AONB and heritage assets and their settings can be avoided, and if this is not possible, satisfactorily mitigated”;</b></p>			
<p><i>Consequential amendment to Policy Requirement 1a:</i></p> <p>“in the region of 4000 homes <u>at least 3100 homes</u> with an appropriate balance....”</p>	<p>Policy SA1 – 1a Policy Requirement</p>	<p>Para. 3.3.52</p>	<p>EXAM113</p>
<p><i>Amend Policy Requirement 3 to reflect the M1-A6 Link Road now being a commitment:</i></p> <p>“It is critical that development of this site is supported by a comprehensive scheme of highway improvements to mitigate the impacts of the development <b>on the existing network within Central Bedfordshire and Luton</b>, including an appropriately designed a routed new strategic road route to link the A6-M1 Junction 11a <u>It is essential that the development is served by the M1-A6 Link Road and the development</u> shall provide the land and commensurate financial contributions towards its delivery”.</p>	<p>Policy SA1 – 3 Policy Requirement</p>	<p>Para. 3.3.53</p>	<p>EXAM113</p>
<p><i>Consequential amendments to Policy Requirement 4 to update references to the phasing of the M1-A6 Link Road:</i></p> <p>“The development will be phased in accordance with the timing of supporting infrastructure and community facilities including the delivery of the Link Road, which shall be delivered as soon as viably possible. The phasing construction of the road will commence from the west, with the first phase a dual carriageway between M1 Junction 11a and Sundon Park Road to facilitate access to the first phase of development and Sundon RFI employment allocation (Policy SE1)”.</p>	<p>Policy SA1 – 4 Policy Requirement</p>	<p>Para. 3.3.53</p>	<p>EXAM113</p>
<p><i>Consequential amendments to Policy Requirement 6 to reflect amended boundary and status of the M1-A6 Link Road:</i></p> <p>“The development shall integrate and connect to existing public rights of way within and adjoining the site to provide routes to the wider countryside and neighbouring settlements. The development shall include a cycleway connection to route 6 of the national cycleway network, and will be required to provide new crossings on the A6 and crossings over the new link road to improve and maintain connections; it is essential that the development contribute towards the delivery of and is served by an appropriately designed and routed new link road between the A6 and M1 Junction 11a.”</p>	<p>Policy SA1 – 6 Policy Requirement</p>	<p>Para. 3.3.53</p>	<p>EXAM113</p>
<p><i>Amendment to Policy SA2: Marston Vale New Villages Proposed Allocation Map (and to the Adopted Policies Map) to remove 1.58ha triangular piece of land to the east of the edge of Brogborough, which had been incorrectly included (see below):</i></p>	<p>Policy SA2: Marston Vale New</p>	<p>Para. 3.4.12</p>	<p>EXAM113</p>

Villages Proposed Allocation Map



Extract illustrating proposed changes to SA2: Marston Vale New Villages Proposed Allocation Map.

EXAM113	Para. 3.5.37	Policy SA3 – Policy Requirement 1b	<p>Delete Policy Requirements 1b and replace with new wording (see below):</p> <p><del>a country park on the eastern edge of the development to retain an appropriate separation between Arlesey and Fairfield Park and to provide a net gain in green infrastructure and biodiversity;</del></p>
EXAM113	Para.3.3.37	Policy SA3 – Policy Requirement 11	<p>Delete Policy Requirement 11 and replace with new wording (see below):</p> <p><del>It is essential that the development integrates and connects to the existing road network in Arlesey to allow for permeability and legibility between the new development and Arlesey.</del></p>
EXAM113	Para. 3.5.37	Policy SA3 – Policy Requirement 1	<p>Replace Policy Requirements 1b and 11 (as above) with new paragraphs, 2, 3 and 4 (as part of Policy Requirement 1) to set the extent of the build development and clarify the character of the country park to ensure it acts to prevent coalescence between the settlements of Arlesey and Fairfield Park.</p>

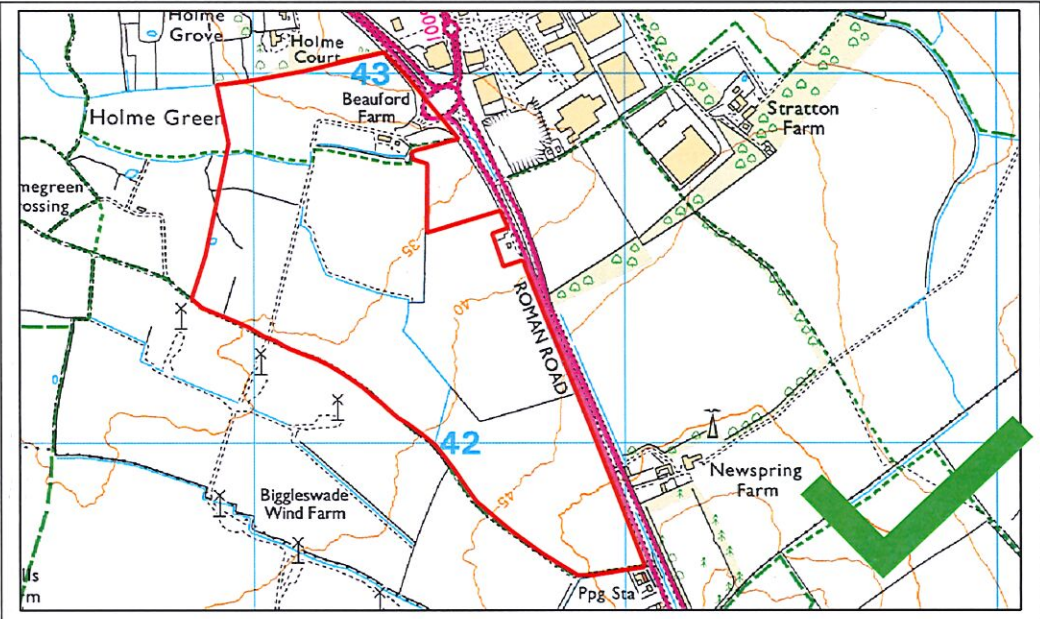
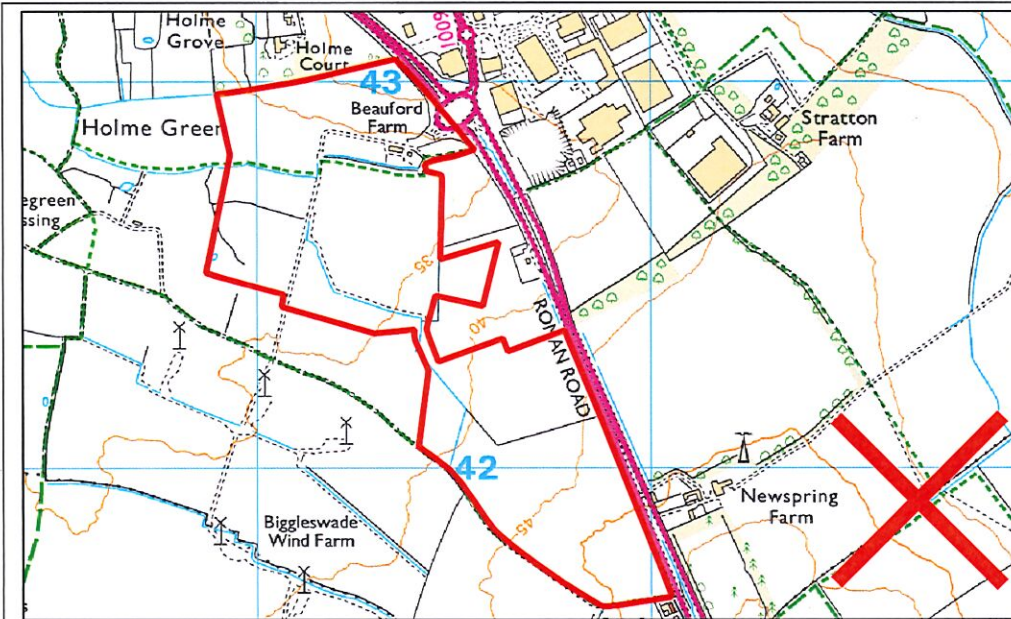
			<p><b><u>“2. The eastern edge of the built development shall be defined by the National Grid High Pressure Gas Pipeline to prevent coalescence between Arlesey and Fairfield. No residential uses shall be permitted beyond this boundary.</u></b></p> <p><b><u>3. The development shall provide a country park between the eastern edge of the development and the Settlement Envelope of Fairfield. The country park will comprise a range of different formal and informal typologies to include formal sports provision to the north adjacent to Chase Farm and protected habitat areas and leisure uses in and around the Blue Lagoon to the south. The central section around the western boundaries of Fairfield (including the Green Lagoon) will retain its existing open agricultural use, to prevent coalescence between Fairfield and the development. The character areas will be defined in the Development Brief.</u></b></p> <p><b><u>4. The development shall provide an appropriately designed Relief Road to connect Hitchin Road (to the south of Arlesey) to the A507/High Street Link Road in the north being proposed as part of Arlesey Cross. This will allow for access directly onto the A507 relieving congestion along the High Street in Arlesey. The relief road will define the eastern extent of the development edge, following the route of the National Grid High Pressure Gas Pipeline as far as possible”.</u></b></p>
EXAM113	Para. 3.5.37	Policy SA3 – Policy Requirement 16	<p><i>Amend Policy Requirement 16 to include reference to coalescence:</i></p> <p>“16. The development shall provide appropriate landscaping measures to create a sense of place, <b>prevent the coalescence of Arlesey and Fairfield</b>, provide a net gain for biodiversity and shall mitigate the potential impact of development on a predominately agricultural landscape. <del>To mitigate harm a country park will be located on the eastern edge of the development to prevent coalescence and to create a defensible boundary between Arlesey and Fairfield Park”.</del></p>
EXAM113	Para. 3.6.11	Policy SA4: East of Biggleswade	<p><i>Move Policy SA4: East of Biggleswade proposed allocation to the ‘Strategic Commitments’ section of the Local Plan (Section 7.10) to reflect that it is a consented site.</i></p>
EXAM112	Para. 6.3.50	Policy SE1: M1 Junction 11a – Sundon Rail	<p><i>Amend Policy SE1: M1 Junction 11a – Sundon Rail Freight Interchange (RFI) as follows to confirm that the allocation will contribute to the delivery of the M1-A6 link road. In addition, it</i></p>



		Freight Interchange (FRI)	<p><i>will be confirmed that the site will have direct access to M1, Junction 11a via an internal spur from the RFI and a new roundabout:</i></p> <p><b><u>“The land designated for Sundon RFI, as identified on the Proposal Policies Map, will provide a Rail Freight Interchange alongside new employment land.</u></b></p> <p><b><u>Development proposals will be permitted where they:</u></b></p> <p><b><u>contribute to the delivery of the proposed M1-A6 link road, including its integral spur to the RFI from its roundabout between the Midland Mainline and Sundon Park Road”</u></b></p>
EXAM112	Para. 6.4.26	<p>Policy SE2: M1 Junction 13 – Marston Gate Expansion</p> <p>New Paragraph</p>	<p><i>Amend Policy SE2: M1 Junction 13 – Marston Gate Expansion as follows, to follow the existing criteria, to identify maximum building heights across the allocation as well as measures to ensure the visual impact of the development is limited and also mitigated where possible:</i></p> <p><b><u>“All buildings within zones 1 and 2 of the allocation, as identified on the Policies Map, will have a maximum height of 18.5m and buildings within zone 3, as identified on the Policies Map, will have a maximum height of 15m.</u></b></p> <p><b><u>Across the development, all buildings must include:</u></b></p> <ul style="list-style-type: none"> <li>• <b><u>the use of multi-barrel vaulted roof profiles which replicate those within the existing Marston Gate site (the Amazon, XPO and Dwell units) but with a further softened roof line to contribute to a reduction in the visual height of buildings with reduced eaves and no parapets;</u></b></li> <li>• <b><u>the use of colour banding and darker shades at lower levels, to add gravitas to the base of the building, with colours lightening up the elevations. The colour palette, which will be agreed with the Council, may consist of browns, greens and greys to aid the buildings integration into the surrounding landscape; and</u></b></li> <li>• <b><u>the use of targeted off-site planting to be agreed with the Council and relevant landowners, to aid with mitigating key views”.</u></b></li> </ul>
EXAM112	Para. 6.4.27	<p>Policy SE2: M1 Junction 13 – Marston Gate Expansion</p> <p>Final Paragraph and</p>	<p><i>Amend Policy SE2: M2 Junction 13 – Marston Gate Expansion, final paragraph and add additional paragraphs as follows, to ensure policy is consistent with a Statement of Common Ground agreed with Historic England (EXAM5S Annex 18):</i></p> <p><i>“Appropriate measures should be taken to ensure the proposals take full account of the potential arising from proposed improvements to Ridgmont rail station, to maximise sustainability and sustainable transport options. <b>Proposals will provide commensurate</b></i></p>

		Additional Paragraphs	<p><b><u>contributions towards enhancing the infrastructure at Ridgmont Railway Station, including public transport infrastructure facilities and car parking facilities. Proposals should also be accompanied by a strategy to address the increased use of the Ridgmont Level Crossing.</u></b></p> <p><b><u>SE2 is in an area with a rich and varied historic environment. It lies within the setting of a number of designated heritage assets, including Conservation Areas and:</u></b></p> <ul style="list-style-type: none"> <li>- <b><u>The medieval Ringwork at the Round House, Brogborough Park Farm (Scheduled Monument);</u></b></li> <li>- <b><u>The Round House, Brogborough Park Farm (Grade II listed building);</u></b></li> <li>- <b><u>All Saints Church, Segenhoe (Scheduled Monument and Grade II* listed building);</u></b></li> <li>- <b><u>Segenhoe Manor (Grade II* listed building)</u></b></li> <li>- <b><u>Parish Church of St James, Husborne Crawley (Grade II* listed building);</u></b></li> <li>- <b><u>Malting Spinney Moat (Scheduled Monument); and</u></b></li> <li>- <b><u>Woburn Abbey (Grade I Registered Park and Garden)</u></b></li> </ul> <p><b><u>SE2 is also known to contain non-designated heritage assets with archaeological interest.</u></b></p> <p><b><u>Any future development at SE2 must demonstrate that any negative impacts on the significance of the designated heritage assets identified in this policy, including through development in their settings, have been avoided and if this is not possible, mitigated. Specific details regarding the siting; scale, colour and massing of the buildings and the landscaping scheme will be agreed through a site-specific Design Code”.</u></b></p>
EXAM112	Para. 6.5.32	<p>Policy SE3: A1 Corridor – Holme Farm, Biggleswade</p> <p>And</p> <p>SE3: A1 Corridor Holme Farm, Biggleswade Proposed Allocation Map</p>	<p><i>Amend site area, by slightly increasing, to provide a more appropriate and logical boundary to the proposed allocation and in order to accommodate a new footbridge across the A1 to Stratton Park as well as additional environmental enhancements, planting and landscaping (see below).</i></p> <p><i>Amendments to Policy SE3: A1 Corridor – Holme Farm, Biggleswade to reflect the need to provide a footbridge and provide additional environmental enhancements, planting and landscaping:</i></p> <p><b><u>“The land designated for Holme Farm, as identified on the Proposal Policies Map, will provide new employment floorspace.</u></b></p>

			<p><b><u>Development proposals will be permitted where they:</u></b></p> <ol style="list-style-type: none"> <li>1. provide for up to 60 <b><u>77</u></b> hectares of new employment land <b><u>to accommodate strategic warehousing and local employment opportunities</u></b>, comprising <b><u>approximately 25ha of mixed B1, B2 B8 uses and another 30ha of B8 strategic floorspace; 15ha for landscaping, environmental enhancements and sustainable access; and up to 8ha for a petrol filling station and service uses, to include a shop that will enable the purchase of goods and refreshments by those employed at the new allocation;</u></b> <ol style="list-style-type: none"> <li>1. 1.8ha for a petrol filling station and service uses; and</li> <li>2. up to 52ha of B2 and B8 floorspace including strategic warehousing;</li> </ol> </li> <li>2. deliver necessary improvements to the A1 and A1 roundabout providing appropriate access to the site;</li> <li>3. provide <b><u>a new footbridge over the A1 providing access to the services and facilities within the Stratton Park employment and retail area opposite;</u></b></li> <li>4. provide appropriate landscaping and contribute to the GI network, specifically in relation to the Biggleswade Green Wheel, <b><u>including improvements to existing footpaths within the allocation providing greater pedestrian and cycle access between Biggleswade and the site via Windermere Drive;</u></b></li> <li>5. provide opportunities for sustainable transport links to be determined through a Transport Assessment, <b><u>including the provision of shuttle buses to serve the new development from the train station at regular intervals during the working week as well as during the weekend;</u></b></li> <li>6. deliver <b><u>strategic measures to reduce flood risk including the use of SUDS to attenuate and discharge surface water run-off at reduced rates and at least at a rate no greater than if the site were undeveloped and to reduce existing downstream risk. This may include consideration of off-site solutions;</u></b></li> <li>7. <b><u>do not prejudice the operation of the neighbouring wind farm; and</u></b></li> <li>8. Protect <b><u>mature woodland located within the site from development and enhance it by appropriate, sensitive landscaping.</u></b></li> </ol>
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Extract illustrating proposed changes to SE3: A1 Corridor Holme Farm, Biggleswade Proposed Allocation Map.

<b>EXAM112</b>	Para. 6.6.22	Policy SE4: Former RAF Base, Henlow	<i>Remove proposed employment allocation from the plan by deleting Policy SE4: Former RAF Base Henlow and other consequential amendments.</i>
<b>EXAM113</b>	Para.3.8.5	Policy HA1 – HAS03	<i>Remove proposed site allocation HAS03: Land off Meadow View Aspley Guise from Local Plan. Amend Table 7.8 (see Appendix 1 below) and other consequential amendments:</i>
<b>EXAM113</b>	Para. 3.9.7	Policy HA1 – HAS04	<i>Remove proposed site allocation HAS04: Land at Luton Road Barton le Clay from Local Plan. Amend Table 7.8 (see Appendix 1 below) and other consequential amendments:</i>
<b>EXAM113</b>	Para. 3.10.1	Policy HA1 – HAS09	<i>Remove proposed site allocation HAS09: Chapel Farm Charlton from Local Plan. Amend Table 7.8 (see Appendix 1 below) and other consequential amendments:</i>
<b>EXAM113</b>	Para. 3.11.23	Policy HA1 – HAS20	<i>Amend the ‘additional policy requirements’ for HAS20: Land West of Midland Mainline Railway Harlington to reflect the additional evidence, including the need for a primary school to be accommodated on site:</i>

			<ul style="list-style-type: none"> <li>• “Landscape buffering <b><u>will be</u></b> required to protect open views <b><u>and create new settlement edge.</u></b></li> <li>• Noise mitigation required for railway.</li> <li>• Development Brief required (See HQ9).</li> <li>• <b><u>A site-specific FRA must be undertaken.</u></b></li> <li>• <b><u>Must incorporate serviced land for new lower/primary school.</u></b></li> <li>• <b><u>Development must include tree planting within landscape buffers to integrate development within a wider rural landscape.</u></b></li> <li>• <b><u>Improvements to the transport network must be made to enable safe pedestrian and cycle access into the site, and particular the school. This must include improvements to footway provision over the railway bridge and on Toddington Road, together with the provision of safe pedestrian crossings and traffic calming measures on Toddington Road. Additional pedestrian and cycle access improvements on Westoning Road, together with traffic calming of the section of Westoning Road between the railway and the pedestrian/cycle entrance, will also be required.</u></b></li> </ul>
EXAM113	Para. 3.12.10	Policy HA1 – HAS24	<i>Remove proposed site allocation HAS024: Land to the South West of the A5 Hockcliffe from Local Plan. Amend Table 7.8 (see Appendix 1 below) and other consequential amendments:</i>
EXAM113	Para. 3.13.9	Policy HA1 – HAS25	<i>Remove proposed site allocation HAS25: Land at Leighton Road Hockcliffe from Local Plan. Amend Table 7.8 (see Appendix 1 below) and other consequential amendments:</i>
EXAM 113	Para 3.13.9	Policy HA1 – HAS26	<i>Remove proposed site allocation HAS26: A5 Watling Street Hockcliffe from Local Plan. Amend Table 7.8 (see Appendix 1 below) and other consequential amendments:</i>
EXAM113	Para. 3.12.11	Chapter 8 Section 8.3 Green Belt Release	<p><i>Include new policy in chapter 8 to enable the Hockcliffe Neighbourhood Plan to release sites from the Green Belt, where appropriate:</i></p> <p><b><u>Within Hockcliffe, amendment of the green belt boundary may be made by a neighbourhood plan to allow growth to meet local need. This is subject to:</u></b></p> <ul style="list-style-type: none"> <li>• <b><u>Sites released from the green belt must be adjacent to the existing built core of the village.</u></b></li> <li>• <b><u>Any such amendment and allocation of sites must be based on a robust site assessment.</u></b></li> </ul>

			<ul style="list-style-type: none"> <li>• <b><u>The Green Belt Stage Studies undertaken to inform the Local Plan, or any subsequent evidence or updates, must be taken into account in any site assessment process, and</u></b></li> <li>• <b><u>Exceptional Circumstances must be demonstrated.</u></b></li> </ul>
<b>EXAM114</b>	Para. 3.2.2	Policy T4: Public Transport Interchanges  New Paragraph 3	<p><i>Add new paragraph 3 to Policy T4: Public Transport Interchanges to reflect discussions that took place during the Examination hearings, as follows:</i></p> <p><b><u>“Developments that create a demand for public transport services should provide enhanced access to, and/or facilities at, an appropriate transport interchange”.</u></b></p>
<b>EXAM113</b>	Para. 3.7.1	Appendix 5: Important Countryside Gaps	<p><i>Delete the following Important Countryside Gaps from Appendix 5 and the Adopted Policies Map:</i></p> <ul style="list-style-type: none"> <li>• <i>Land South of Sutton (CG2)</i></li> <li>• <i>Land North West of Dunton (CG3)</i></li> <li>• <i>Land North of Sandy (CG4)</i></li> <li>• <i>Land West of Salford Road, Aspley Guise (CG6)</i></li> <li>• <i>Land North of Biggleswade (CG18)</i></li> <li>• <i>Land at Tempsford (CG19)</i></li> </ul>
<b>EXAM112</b>	Para. 4.1.7 & 5.2.11	Plan Appendices	<p><i>Add a new appendix to the plan to set out the sites across Central Bedfordshire, both existing and new allocations, that contribute to the delivery of the identified 24,000 jobs requirement. This was previously committed to within the Employment Land Supply and Job Numbers Note (EXAM34) – August 2019.</i></p>

**APPENDIX 1: Proposed updated to Table 7.8 Smaller and Medium Sized Allocations**

Allocation Ref	Site Name	Area	Parish	Approx Density	Approx Capacity	Site Area (HA)	Additional Policy Requirements (where applicable)
HAS01	Land adjoining Lewis Lane	A1 Corridor	Arlesey	30	67	2.81	
HAS02	Land rear of 214-216 High Street	A1 Corridor	Arlesey	30	20	0.61	
HAS03	<del>Land off Meadow View</del>	<del>East-West</del>	<del>Aspley Guise</del>	<del>30</del>	<del>37</del>	<del>1.59</del>	<del>Noise mitigation required for railway</del>
HAS04	<del>Land at Luton Road</del>	<del>South</del>	<del>Barton le Clay</del>	<del>40</del>	<del>168</del>	<del>7.02</del>	
HAS05	Land East of Barton le Clay	South	Barton le Clay	30	498	27.80	Development Brief required (see HQ9)
HAS06	Land North of Biggleswade	A1 Corridor	Biggleswade	40	401	16.71	Will need to implement landscape buffering and GI enhancements north of the site, to protect landscape and setting of Biggleswade Common and create a softer edge to the development. Development Brief required (see HQ9)
HAS07	Caddington Park	South	Caddington	50	66	1.66	
HAS08	Land on the South East of Greenway	Central	Campton & Chicksands	30	66	0.47	Will need to provide landscaping along eastern boundary of the site, appropriate screening is needed to protect from elevated views on the site

<b>HAS09</b>	<b>Chapel Farm</b>	<b>South</b>	<b>Chalton</b>	<b>30</b>	<b>54</b>	<b>3.18</b>	
<b>HAS10</b>	New Road	Central	Clifton	40	54	2.25	Would need to safeguard existing boundary enclosure and trees with new planting and landscaping
<b>HAS11</b>	East End Farm	East - West	Cranfield	30	48	2.67	Site design to incorporate buffering and enhance existing woodland particularly to the eastern edge and along the existing rights of way
<b>HAS12</b>	Land West of Lodge Road	East - West	Cranfield	From Planning App.	15	0.59	Existing Tree Preservation Orders should be protected
<b>HAS13</b>	Land North of Greenfield Way	A1 Corridor	Dunton	30	37	2.07	Site design to incorporate landscape buffering and green infrastructure on western boundary
<b>HAS14</b>	Land off Eaton Park	South	Eaton Bray	30	49	2.69	
<b>HAS15</b>	Green Lane	A1 Corridor	Everton	30	23	0.96	Site design to ensure that existing boundary features to be conserved
<b>HAS16</b>	Land at Manor Farm	A1 Corridor	Everton	30	19	0.81	



HAS17	Steppingly Road	South	Flitwick	40	216	9.00	Site design to incorporate landscape buffering to Flitwick Wood and the views towards Steppingly. Woodland planting required to strengthen the field boundary to the south-west. Mitigation required due to archaeology from Roman period
HAS18	Site adjacent to Flitwick Garden Allotments, off Steppingly Road	South	Flitwick	40	35	1.08	Explore opportunities for access through adjoining committed developments to achieve better quality design
HAS19	Land at Upper Gravenhurst	Central	Gravenhurst	30	39	1.62	
HAS20	Land West of Midland Mainline Railway	South	Harlington	40	435	18.14	Landscape buffering will be required to protect open views <b>and create new settlement edge.</b> Noise mitigation required for railway. Development Brief required (see HQ9). <b>A site-specific FRA must be undertaken.</b> <b>Must incorporate serviced land for new lower/primary school.</b> <b>Development must include tree planting within landscape buffers to integrate development within a wider rural landscape.</b> <b>Improvements to the transport network must be made to enable safe pedestrian and cycle access into the site, and particular the school. This must include improvements to footway provision over the railway bridge and on Toddington Road, together with the provision of safe pedestrian crossings and traffic calming measures on Toddington Road. Additional pedestrian and cycle access improvements on Westoning Road, together with traffic calming of the section of Westoning Road between the railway and the pedestrian/cycle entrance, will also be required.</b>
HAS21	Land West of Sundon Road	South	Harlington	40	154	6.39	Design must be complimentary to the AONB to the south and noise mitigation will be required for the railway. Existing hedgerows to be retained

HAS22	Land South of Northwood End Road	Central	Haynes	30	29	1.21	Landscape mitigation required to the south and west and boundary hedgerows to the south to be strengthened. Must conserve the setting of Hill Farm and Greensand Ridge path
HAS23	Land adjacent to Derwent Lower School	Central	Henlow	30	101	5.59	Noise mitigation will be required for the road. Landscape buffering required to the wider rural landscape
HAS24	<del>Land to the South West of the A5</del>	<del>South</del>	<del>Hockliffe</del>	<del>30</del>	<del>77</del>	<del>4.25</del>	<del>Noise mitigation will be required for nearby road. Landscaping will need to consider the setting of nearby listed buildings</del>
HAS25	<del>Land at Leighton Road</del>	<del>South</del>	<del>Hockliffe</del>	<del>30</del>	<del>23</del>	<del>0.99</del>	<del>Landscaping will need to screen and have regard to the nearby scheduled monument to the north</del>
HAS26	<del>A5 Watling Street</del>	<del>South</del>	<del>Hockliffe</del>	<del>30</del>	<del>41</del>	<del>1.74</del>	<del>Landscaping will need to be sensitive to nearby listed buildings and the setting of the Scheduled Monument</del>
HAS27	Wixams Southern Extension	East - West	Houghton Conquest	From Planning App.	650	68.00	Development Brief required (see HQ9)
HAS28	Bidwell Gospel Hall (Dell Mount)	South	Houghton Regis	40	25	0.78	
HAS29	Land East of Houghton Regis	South	Houghton Regis	40	355	14.80	Development Brief required (see HQ9)
HAS30	Thistle Hill Field	A1 Corridor	Langford	30	70	3.94	

<b>HAS31</b>	Bridge Field	A1 Corridor	Langford	30	67	3.70	Design will need to ensure that the Right of Way to the west of site is enhanced. Landscaping and noise mitigation will be required for the railway edge
<b>HAS32</b>	Northern Chamberlains Barn	South	Leighton Linlade	40	175	16.00	
<b>HAS33</b>	Land North of Soulbury Road	South	Leighton Linlade	40	55	1.73	
<b>HAS34</b>	The Chiltern- Hunt Land	South	Leighton Linlade	40	138	5.74	
<b>HAS35</b>	Wood End Lane	East - West	Marston Moretaine	30	63	3.51	
<b>HAS36</b>	Land North of Clophill Road	Central	Maulden	30	45	0.74	Protection and enhancement of Maulden Wood required, including buffering
<b>HAS37</b>	Land between 129A & 131 Clophill Road	Central	Maulden	From Planning App.	21	0.70	Protection and enhancement of Maulden Wood required, including buffering
<b>HAS38</b>	Land fronting Silsoe Road	Central	Maulden	30	39	2.37	
<b>HAS39</b>	Land at 32 Shefford Road (Bandland Nursery)	Central	Meppershall	30	55	3.04	
<b>HAS40</b>	Land adj to Park Road /Bedford Road (A603)	Central	Moggerhanger	30	30	1.45	

<b>HAS41</b>	Land at Thorncote Road (Close Field)	Central	Northhill	30	21	0.86	
<b>HAS42</b>	The Pound, Upper Caldecote	Central	Northhill	30	33	1.74	
<b>HAS43</b>	One Acre Field, Sandy Road	A1 Corridor	Potton	30	12	0.44	
<b>HAS44</b>	Line Field	Central	Shefford	30	72	9.20	
<b>HAS45</b>	Land South and East of High Road	Central	Shillington	30	42	2.33	Landscape buffering required on the southern boundary
<b>HAS46</b>	Land rear of Station Road (Lower Stondon Northern Expansion)	Central	Stondon	30	244	11.65	Landscape buffering required along the northern edge. Due to the nature of neighbouring land uses, all development proposals for this site must have regard to the prevention of major accidents and limiting their consequences, including the increase of vehicular movements on the A600.
<b>HAS47</b>	Land off The Pastures, Lower Stondon	Central	Stondon	30	33	1.37	Due to the nature of neighbouring land uses, all development proposals for this site must have regard to the prevention of major accidents and limiting their consequences, including the increase of vehicular movements on the A600.
<b>HAS48</b>	Land South of High Street	A1 Corridor	Sutton	30	37	2.04	Design will need to ensure that mature trees and hedges on site are preserved

<b>HAS49</b>	Land East of Leighton Road	South	Toddington	40	92	3.85	Design expected to include landscape buffering and green infrastructure to the south-western boundary
<b>HAS50</b>	Alma Farm	South	Toddington	40	159	6.61	Design should seek opportunities for Green Infrastructure along western boundary
<b>HAS51</b>	Land off Flitwick Road	South	Westoning	30	135	7.51	Noise mitigation required for the railway and appropriate landscaping required to north of the site to protect views to Flitwick
<b>HAS52</b>	West View Farm	South	Westoning	30	85	4.74	Noise mitigation required for the railway

# **PUBLIC NOTICE**

ROAD TRAFFIC REGULATION ACT 1984 - SECTION 14

CENTRAL BEDFORDSHIRE COUNCIL

(BIGGLESWADE: FOOTPATH NO 33)

(TEMPORARY PROHIBITION OF THROUGH TRAFFIC) ORDER 2020

Notice is hereby given that the Order made by Central Bedfordshire Council on the 21<sup>st</sup> January 2019 the effect of which will be to prohibit any person proceeding on foot along the length of Footpath No 33, Biggleswade which extends from Ordnance Survey Grid Reference (OS GR) TL 2064 4566 to OS GR TL 1993 4528 has been continued in force with the approval of the Secretary of State for Transport until 29<sup>th</sup> January 2021.

**This closure is required to allow for ongoing construction works. The closure is expected to continue from 29 July 2019 to 29 January 2020.**

The alternative route for footpath users while the closure is in operation will be:

Footpath No 25, Bridleway No 28, Stratton Way and Potton Road.

Further details, including a map, can also be found on the Council's website at:

<http://www.centralbedfordshire.gov.uk/leisure/countryside/rights-of-way/temporary.aspx>

The Order will continue in force until 29 January 2021 or until the works have been completed, whichever is the earlier. If the works are not completed within six months the Order may be extended for a longer period with the consent of the Secretary of State for Transport.

For further information please contact Chris Dorow, Tel: 0300 3006906,

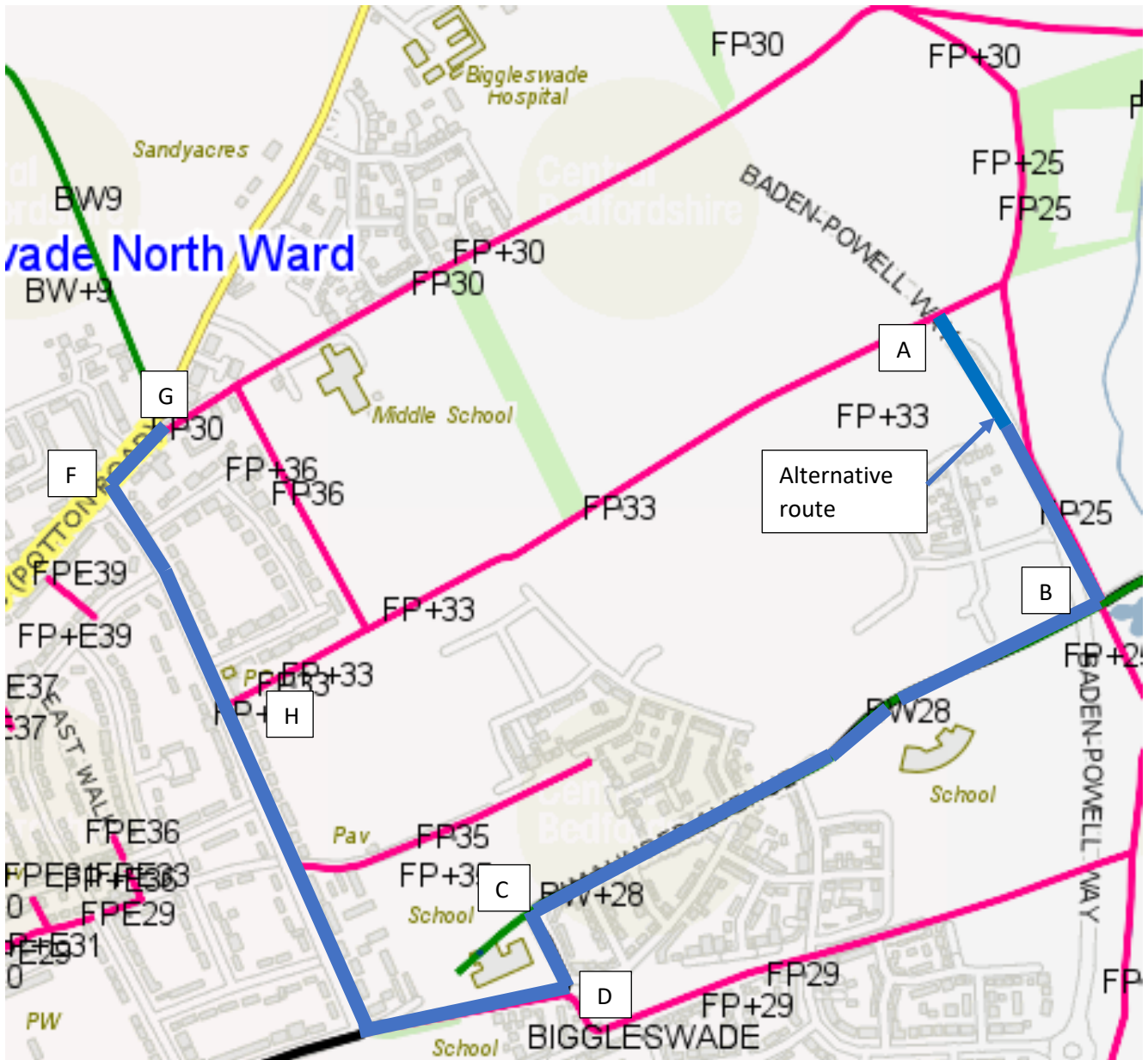
chris.dorow@centralbedfordshire.gov.uk

DATED 24 July 2020

Priory House, Monks Walk  
Chicksands, Shefford  
Beds SG17 5TQ

PAUL MASON  
Assistant Director, Highway

# Map showing alternative route in blue, A to G:



Route closed from point A to H.

Alternative route

# PUBLIC NOTICE

ROAD TRAFFIC REGULATION ACT 1984 - SECTION 14(1)

CENTRAL BEDFORDSHIRE COUNCIL

(BIGGLESWADE: FOOTPATH NO 36)

(TEMPORARY PROHIBITION OF THROUGH TRAFFIC) ORDER 2020

Notice is hereby given that Central Bedfordshire Council intend not less than seven days from the date of this Notice to make an Order the effect of which will be to prohibit any person proceeding on foot along the length of Footpath No 36, Biggleswade which extends from Ordnance Survey Grid Reference (OS GR) TL1994 4560 to OS GR TL 2007 4535.

**This temporary closure is required for surfacing works. The closure is expected to take place from 3<sup>rd</sup> August 2020 and will last approximately 8 weeks.**

The alternative route for footpath users while the closure is in operation will be:

Footpath No 25, Bridleway No 28 and Stratton Way and Potton Road footways.

Further details, including a map, can also be found on the Council's website at:

<http://www.centralbedfordshire.gov.uk/leisure/countryside/rights-of-way/temporary.aspx>

The proposed Order will come into operation on 3<sup>rd</sup> August 2020 for a period not exceeding six months or until the works which it is proposed to carry out on or near to the footpath have been completed, whichever is the earlier. If the works are not completed within six months the Order may be extended for a longer period with the consent of the Secretary of State for Transport.

For further information please contact Chris Nicol, Tel: 0300 300 6230,

[chris.nicol@centralbedfordshire.gov.uk](mailto:chris.nicol@centralbedfordshire.gov.uk)

DATED 17 July 2020

Priory House, Monks Walk  
Chicksands, Shefford  
Beds SG17 5TQ

PAUL MASON  
Chief Technical Officer, Highways



# Edward Peake Surfacing Works

## Closure of Biggleswade Footpaths 30, 33, 36

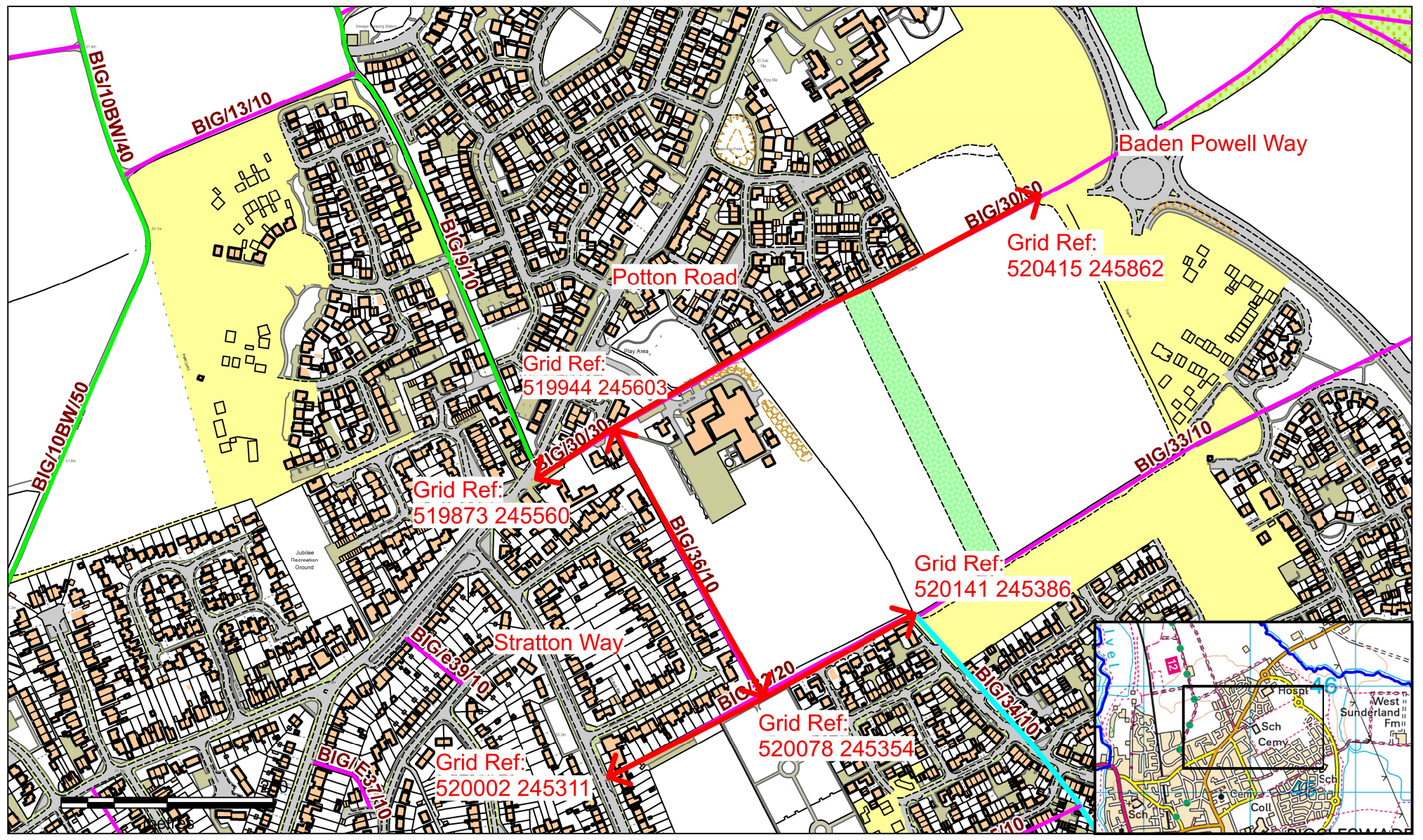
Compiled by C Nicol on 3 July 2020

Central Bedfordshire

Central Bedfordshire Council  
Priory House  
Monks Walk  
Chicksands  
Bedfordshire  
SG17 5TQ



Scale 1:5000



## BIGGLESWADE TOWN COUNCIL

### Report to Full Council Meeting 28<sup>th</sup> July 2020 Market Update

#### Implications of Recommendations

**Corporate Strategy:** In accordance with aim to approve and adopt this Policy following trader consultation.

**Finance:** None

**Equality:** None.

**Environment:** None.

#### Background

This report has been produced as an update regarding the approved Market Policy/Rules and Regulations of our Markets within Biggleswade.

This document was given to all Traders in printed format for them to look at and make any comments by 23h59, Wednesday 22<sup>nd</sup> July 2020, so that these comments may be taken into consideration at Full Council on Tuesday 28<sup>th</sup> July 2020.

I also explained that this was a very tight window as this is due to be discussed at the next Full Council meeting and the agenda for this goes out the Thursday before the meeting. This is so that Council have enough time to take comments into consideration prior to discussion at the meeting.

#### Introduction

Each trader that was present on Saturday 18<sup>th</sup> July 2020 was been given a physical copy of the policy to look at and to make any comments to me, either by return of post, email, or txt message by the aforementioned date.

I stated that I would accept a phone conversation if they txt me a brief description of any comments they have, as I would need to have evidence of this consultation.

There were 10 traders present on Saturday.

I posted 3 further copies to traders who have yet to return to the market.

Out of a possible 13 results, I have only had 5 responses back:

3 traders responded that they were happy with the policy document (emailed confirmation)

1 trader has stated they are happy with the policy, however, would like shorter hours of operation in the winter months due to darker evenings, to be taken into consideration.

1 trader has identified in the policy that if a trader needs to leave the market early for whatever reason, they should seek permission from the Market Superintendent, or representative in their absence, to leave the market early. If agreed by the Market Superintendent, then the trader must 'walk' their stall and contents out of the market, as vehicles will not be allowed to come onto the market whilst the market trading hours are still in operation.

When I gave out the policy on Saturday, I did have 5 traders state that if they were fine with the policy, then to take this as they are happy with the policy and do not wish for any changes to be taken into consideration, and would only contact me if they had any queries and/or comments.

I have not had any responses or contact from the 3 traders who have not returned to trade at Biggleswade. It may be that they have ceased trading under the current climate, however, will return once they feel it is safer to trade.

Full Council Meeting 28/07/2020

## **Summary**

Generally, this has been a positive response to the policy that was approved at the last full Council meeting.

## **Recommendations:**

For this report to be noted and the comments from traders who have responded be taken into consideration and discussed within Council.

**Simon Newton**

Town Centre Operations Manager

# Development Management

## Central Bedfordshire Council

Priory House, Monks Walk  
Chicksands, Shefford  
Bedfordshire SG17 5TQ  
www.centralbedfordshire.gov.uk



Mr Philip Truppin  
Clerk to Biggleswade Town Council  
The Old Court House  
4 Saffron Road  
Biggleswade  
Beds  
SG18 8DL

**Contact** Pat Longland  
**Direct Dial** 0300 300 4431  
**Email** [planning@centralbedfordshire.gov.uk](mailto:planning@centralbedfordshire.gov.uk)  
**Date** 22 July 2020

Dear Mr Truppin,

**Application No:** CB/TRE/20/00373  
**Proposal:** Works to trees protected by Tree Preservation Order:  
Mulberry (T1) - Reduce heavy lateral limbs by 20%; and  
Beech (T3 & T4) - Lift crowns to 6m.  
Trees protected by TPO reference MB/TPO/75/00001  
**Location:** Holme Woods, London Road, Biggleswade, SG18 9SS

I have received an application to carry out work to preserved tree(s) at the above property. You can view the application details and documents on our website by visiting:  
<http://www.centralbedfordshire.gov.uk/tree-works-register>.

If you wish to comment on the application, please do so in writing by **12 August 2020** quoting the above application number.

All letters received are open to public view and therefore cannot be treated in confidence. Normally, your letter will not be acknowledged.

## How coronavirus is affecting planning

We were already well prepared for agile working, operating a paper light planning application process. Most of our staff are now working from home, but can be contacted as normal via email or phone during working hours. A number of staff are working flexibly around childcare - please leave a message and they will get back to you as quickly as they can. We will of course be keeping staffing levels and workloads under constant review in light of any cases of self-isolation and childcare needs.

A small number of our planning admin team are in the office to register post, scan documents and print. However, as most applications can be registered remotely, please help us by making electronic submissions. Hard copy applications and postal comments are still being received, but there could be a delay in getting these logged as they have to be scanned in at the office. Please also be advised that we are unable to offer case history copies or other printing requests at this time.

We are continuing to consult on planning applications and consider any comments made. We will not be sending hard copy plans to parish and town councils in addition to electronic consultations. If you are unable to view plans then please contact the case officer to discuss.

Site visits by officers will only be carried out once the applicant / agent has first been contacted to discuss the suitability of a visit and whether arrangements can be made to accord with up to date advice on social distancing. Case officers will then make a judgement as to whether a site visit can be made in a safe way – if this is not possible we will discuss the potential for alternative ways of assessing the site or in appropriate cases request your agreement that consideration of the application be paused.

In accordance with the latest advice on social distancing, we are unable to have face to face meetings, so we are asking customers not to come into our offices. Your case officer will contact you to discuss alternative arrangements which could be via phone call or video conferencing.

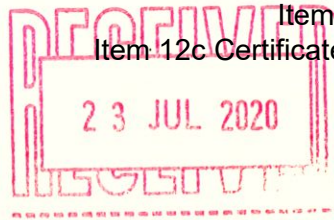
Read about our Development Management Committee for updates and information about meetings:

[https://www.centralbedfordshire.gov.uk/info/31/meetings/219/development\\_management\\_committee\\_-\\_meetings\\_and\\_agendas](https://www.centralbedfordshire.gov.uk/info/31/meetings/219/development_management_committee_-_meetings_and_agendas).

All of these arrangements will be kept under review and we would like to thank you for your co-operation during these challenging times.

Yours sincerely,

Pat Longland  
**Trees & Landscape Officer**



**Helen Nellis**

HM Lord-Lieutenant of Bedfordshire

Tel: 0300 300 6131

Email: [lord.lieutenant@centralbedfordshire.gov.uk](mailto:lord.lieutenant@centralbedfordshire.gov.uk)

July 2020

Dear Colleague and Friend

In a response to the Covid19 emergency, the High Sheriff and I, as HM The Queen's representative in Bedfordshire, have been so impressed with the many ways in which the people of our county have responded and reached out to their neighbours during their time of need. We therefore wanted to show our appreciation by sending the enclosed certificate which is aimed at everyone in your organisation who has played such a vital and much-valued role.

We would be most grateful if you could give your staff and volunteers the opportunity to see the certificate and, if you wish, to display it in a prominent place within your organisation, so that they know just how much their contribution is valued.

My very sincere thanks to you all once again.

With kind regards

**Helen Nellis**

HM Lord Lieutenant of Bedfordshire



# Certificate of Appreciation

*awarded to*

*The People of Biggleswade*

**In recognition of your tremendous support  
to our communities in Bedfordshire during  
the Coronavirus emergency**

**Thank You**

*Kelen Nellis*

HM Lord-Lieutenant of Bedfordshire

*[Signature]*

High Sheriff of Bedfordshire

July 2020

