



Ref: Agenda/Council-22/01/2019

17 January 2019

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 22 January 2019** at the **Offices of Biggleswade Town Council, Saffron Road, Biggleswade** commencing at **7.00 p.m.** in order to transact the under mentioned items of business.

Yours faithfully

Rob D McGregor
Town Clerk

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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.

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 8th January 2019 at the Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade.
- b. For Members to receive the **Recommendations** and **Resolutions** of the Finance and General Purpose Meeting held on 15 January 2019 at the Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade.

8. **MATTERS ARISING**

- a. Minutes of the Town Council Meeting held on 8th January 2019.

9. **PLANNING APPLICATIONS**

- a. **CB/18/04664/FULL – 17 London Road, Biggleswade, SG18 8ED**
Two Storey Side Extension.
- b. **CB/18/04583/FULL – Conservative Club, St Andrews Street, Biggleswade, SG18 8BA**
Multiple Single Storey Rear Extension.
- c. **CB/18/04584/LB – Conservative Club, St Andrews Street, Biggleswade, SG18 8BA**
Listed Building: Multiple Single Storey Rear Extension.
- d. **CB/18/04488/FULL – 6 Hawthorn Close, Biggleswade, SG18 0HE**
Two Storey extension to the side and rear of the Property.
- e. **CB/18/04626/FULL – 10 Maple Close, Biggleswade, SG18 0EE**
Proposed single storey and first floor front and first floor side extensions.
- f. **CB/18/04758/FULL – 8 Thames Bank, Biggleswade, SG18 8NW**
Rear Conservatory.
- g. **CB/18/04737/FULL – 82 Rutherford Way, Biggleswade, SG18 8GA**
Proposed two storey side extension & fenestration alterations.
- h. **CB/18/04707/FULL – 3 Tansey End, Biggleswade, SG18 8WL**
Erection of single storey rear extension.
- i. **CB/18/04774/FULL – Toplers Hill Water Tower, Edworth Road, Biggleswade, SG18 9TA**
Application for the construction of booster pumping station, metering kiosk and generator building (part-retrospective)
- j. **CB/18/04788/FULL – 2A Coltsfoot, Biggleswade, SG18 8SR**
Change of use from an office to a dog grooming salon.
- k. **CB/19/00066/RM – Land at Phase 6 Stratton Business Park, East of Pegasus, Biggleswade** Reserved matters approval is sought for the appearance, landscaping, layout and scale of 61,427 sq.m (661,201 sq.ft) Distribution Centre (B8 Use), including ancillary office space and VOSA approved vehicle maintenance unit. Following Outline Consent CB/15/3078/OUT.

10. **ACCOUNTS**

a. **Internal Audit - First Interim - November 2018**

For members to consider the internal audit first interim and approve any recommendations.

11. **ITEMS FOR CONSIDERATION**

a. **CB/TRA/18/00524 - Works to Tree in a Conservation Area: Brigham House, 93 High Street, Biggleswade, SG18 0LD**

Works to a tree in a Conservation Area: Prune 1 Beech tree standing to the eastern side of the building.

b. **Biggleswade Railway Station Car Park – Proposed Works**

On the 15th January 2018, a working group discussed the proposed works to the Biggleswade railway station car park and a request that the Town Council relax the parking restrictions for a period of three days, while the works are taking place. The proposed work will provide an additional 40 parking bays at Biggleswade railway station car park.

It was recommended that the Town Clerk seek further details of the works for this Town Council meeting.

The working group **RECOMMENDED** that the Town Council relax the parking restrictions while the works take place, provision is made to protect existing permit holder's spaces, that the relaxation of restrictions will not apply to Chestnut Avenue and White Hart car parks.

c. **Highways Team Invitation.**

Members are asked to consider an invitation to visit the new Sandy highways depot, (invitation attached).

d. **Council and Committee Dates 2019/20**

Members are asked to consider dates for Council and Committee Meetings for 2019/20. A proposed schedule of dates is attached to this agenda.

12. **ITEMS FOR INFORMATION**

a. **Town and Country Planning Act 1990 – Appeal by Mr J Slender – CB/18/01263/FULL Appeal Reference APP/P0240/D/18/18/3217945 Site at 7 Windermere Drive, Biggleswade, SG18 8LR – Single storey rear extension and first floor side/rear extension.**

Refer to the above details. An appeal has been made to the Secretary of State against the Council's decision to refuse planning permission for the proposed development described above.

b. **Budget Consultation 2019**

Central Bedfordshire are inviting residents to take part in a consultation to let them know of their views on the council's proposed budget for 2019/20 (See attached letter).

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.

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 it is advisable in the public interest that the public and press are excluded whilst the following exempt item issue is discussed.

(None)

Pursuant to section 1(2) of the public bodies (Admission to Meetings) Act 1960 Council **resolve** to exclude the public and press by reason of the confidential nature of the business about to be transacted.



**MINUTES OF THE BIGGLESWADE TOWN COUNCIL MEETING
HELD ON TUESDAY 08 JANUARY 2019
AT THE OFFICES OF BIGGLESWADE TOWN COUNCIL,
THE OLD COURT HOUSE, 4 SAFFRON ROAD, BIGGLESWADE**

PRESENT:

- Cllr D Albone
- Cllr I Bond
- Cllr B Briars
- Cllr G Fage
- Cllr L Fage
- Cllr F Foster
- Cllr M Foster
- Cllr M Russell (Chairman)
- Cllr P Sheldon
- Cllr D Strachan
- Cllr S Watkins

- Mr R McGregor – Town Clerk, Biggleswade Town Council
- Mr M Thorn – Deputy Town Clerk, Biggleswade Town Council
- Mrs J Durn – Meeting Administrator, Biggleswade Town Council
- Members of Public – 6
- Members of staff - 1

A08/0101 1. APOLOGIES FOR ABSENCE

Cllr M North, Cllr H Ramsay

ABSENT WITHOUT APOLOGIES

Cllr J Medlock. Cllr S Patel

A08/0102 2. DECLARATIONS OF INTEREST

A08/0102.1 a. Disclosable Pecuniary Interests in any agenda item - none

A08/0102.2 b. Non-pecuniary interests in any agenda item – Item 11 – Cllr I Bond.

A08/0103 3. TOWN MAYOR'S ANNOUNCEMENTS

Cllr Russell shared a letter she received from the Mayor of Erlensee, hand-written in English. The letter expressed heartfelt sentiment for Biggleswade and the Town Council and was special to receive. Cllr Russell will be responding.

A08/0104 4. PUBLIC OPEN SESSION

There were no questions from Members of the Public.

A08/0105

5. **INVITED SPEAKER**

There was no invited speaker.

A08/0106

6. **MEMBERS QUESTIONS**

- a. Cllr F Foster has noted cars parking in the bus lay-by in Church Street and asked if this practice was being allowed to continue. Cllr Russell said that this item is being addressed by the Parking Working Group. The lay-by was originally planned to be used for buses and may well revert to this use if developments are made in the future.

A08/0107

7. **MINUTES AND RECOMMENDATIONS OF MEETINGS**

A08/0107.1

- a. Members received the Minutes of the Council Meeting held on Tuesday 11 December 2018 at the Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade, with the addition of minor grammatical changes, and the following amendment to item 6. To include the wording “access to Asda to remain open, and more access available through Hill Lane”

Plus: page 5 to read: “at the junction of Palace Street, Station Road and Saffron Road”.

Following the above amendments, the Minutes will be signed as approved.

- b. Cllr Briars presented the Recommendations and Resolutions of the Public Lands & Open Spaces Meeting (PLOS) on Tuesday 18 December 2018.

The following Recommendations were approved:

Quotations for Drove Road Chapel Survey

It was **RESOLVED** to accept Quote A for £1072.80.

Allotment Dip Tanks

It was **RESOLVED** to accept Quote A for £448.08.

Water Safety Pole

It was **RESOLVED** to purchase a water safety pole for installation at the weir alongside Franklin Recreation Ground. £1715.00

A08/0108

8. **MATTERS ARISING**

There were no matters arising from the Minutes of the Biggleswade Town Council Meeting held on 11 December 2018.

A08/0109

9. **PLANNING APPLICATIONS**

A08/0109.1

- a. **CB/18/04381/VOC – 115 London Road, Biggleswade**
Erection of single storey rear extension.

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. 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.

A08/0109.2

- b. **CB/18/04463/FULL. 11 Warren Close, Biggleswade, SG18 0DQ**
Demolition of existing conservatory. Erection of a rear extension.

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. 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.

A08/0110

10. **ACCOUNTS**

- a. **Financial Administration**

Members received the following accounts:

- i Detailed Balance Sheet to 30 November 2018.
- ii Summary of Income and Expenditure 30 November 2018.
- iii Income and Expenditure by Budget heading 30 November 2018.
- iv Current Bank Account, receipts and payments to 30 November 2018.

It was **RESOLVED** to accept the accounts presented.

A08/0111

11. **ITEMS FOR CONSIDERATION**

A08/0111.1

- a. **Highways Rural Match Funding Scheme 2019/20**

Proposals were put forward by Cllr M Foster and Cllr D Albone, and details circulated to Members.

It was **RESOLVED** that these proposals be put forward to CBC under the scheme. The Town Clerk confirmed that both proposals will be put through together as one package.

A08/0111.2

- b. **Bedfordshire Fire and Rescue Service – Budget Consultations**

Members considered the questions asked on this paper. It was **RESOLVED** to respond as follows:

- Question 1 – Yes
- Question 2 – No

It was agreed that there was insufficient information to give a response to Question 3. The Town Clerk will respond accordingly.

A08/0112 **12. ITEMS FOR INFORMATION**

There were no items for information

A08/01113 **13. PUBLIC OPEN SESSION**

There were no questions from Members of the Public.

A08/01114 **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.

(approval of Minutes)

Pursuant to section 1(2) of the public bodies (Admission to Meetings) Act 1960 Council **resolved** to exclude the public and press by reason of the confidential nature of the business about to be transacted.

DRAFT

Recommendations and Resolutions of the Finance and General Purposes Committee meeting, held on 15th January 2019.

7. ITEMS FOR CONSIDERATION

a. Budgets 2018 - 2019

To consider the draft budget and precept figure for 2019–2020 and make recommendations to the Town Council. (papers attached).

It was **RECOMMENDED** that the Town Council approve the proposed Budget for 2019/20 and a precept increase of 3.44%.

b. Grants and Sponsorship

i. Members considered applications for Community Grants. A schedule of grant applications and projects was attached to the F&GP Agenda.

It was **RESOLVED** to approve grants for 26 groups totaling £18,767.

It was **NOTED** that the Town Council has previously Resolved to award a grant of £2,000 for 2019/20 to BRCC for work on the Biggleswade Green Wheel.

ii. Members **RECOMMENDED** that the Town Council approve the grant to BRCC for the Biggleswade Community Agent for £11,250.00.

A schedule of the grants awarded and recommended for award is attached. The total amount Resolved and Recommended for approval is £32,017, resulting in an overspend of the grants budget of £2,767. It was **RECOMMENDED** to fund the overspend on grants from General Reserve.

c. Fees 2019-2020- D

Members are asked to review the fees for 2019-2020 and approve any recommendations. The recommendations were in line with inflation.

- i. Allotment Fees
- ii. Memorial and Burial Fees
- iii. Sports Facility Fees
- iv. Market Fees
- v. Orchard Community Centre Fees

It was **RESOLVED** to approve the proposed increases as laid out.

d. Risk Management Scheme- R

Members were asked to review the risk management scheme and make recommendations to Town Council for approval.

Subject to the inclusion of the Neighborhood Plan within the scheme and the removal of the 1st Floor Office, it was **RECOMMENDED** that the Town Council approve the risk management scheme.

Grant Applications 2019/20		
Resolved for Approval		
Organisation	Grants Requested	Grants Awarded
2nd Biggleswade (St Andrews) Rainbows	£125	£125
Autism Bedfordshire	£500	£500
Biggles FM	£1,850	£1,850
Biggleswade ATC Squadron (2065)	£500	£500
Biggleswade Community Safety Group	£800	£800
Biggleswade First Aid Club	£380	£380
Biggleswade Good Neighbours	£400	£400
Biggleswade History Society	£750	£750
Biggleswade Railway Embankment Committee	£50	£50
Biggleswade Scout & Guide Gang Show	£1,000	£1,000
Biggleswade Scout Group	£1,800	£1,000
Biggleswade Sea Cadets	£1,000	£1,000
Biggleswade Sports	£500	£500
Biggleswade Town Cricket Club	£4,000	£2,000
Carers In Bedfordshire	£3,000	£2,000
Citizens Advice Mid Bedfordshire	£750	£750
East Beds Community Bus Service (Ivel Sprinter)	£500	£500
Ivel Flix	£200	£200
Lets get going	£600	£0
Magpas Air Ambulance	£500	£500
Revitalise Respite Holidays	£1,062	£1,062
St Andrews Lower School PTFA	£1,700	£1,000
The Avenue (Autism)	£400	£400
The Need Project	£500	£500
The Weatherley Centre	£5,000	£0
Keech Hospice Care	£1,000	£1,000
Sub Total	£28,867	£18,767
Recommended to Town Council for Approval		
BRCC (Community Agent)	£11,250	£11,250
Noted as Previously Approved by Town Council		
BRCC (Green Wheel)	£2,000	£2,000
Total	£42,117	£32,017

Grants to be awarded under the General Power of Competence (Localism Act 2011)

Finance & General Purposes Committee to approve grants up to £2000

Recommendations to be made to Council for grants above £2000

Biggleswade Town Council

Internal Audit 2018-19

Summary of Work Undertaken at First Interim Visit on 7th Nov. 2018

Accounting Records and Bank Reconciliations

- The Council remains a full Omega software user, with bank accounts continuing to be operated at both NatWest Bank and Lloyds Bank with separate cashbooks in the nominal ledger records for each. As previously, the Council engages the services of third party contractors (DCK Accounting Solutions) to maintain its accounting transaction processing;
- We have again verified that an appropriate nominal ledger structure remains in place;
- We have checked the opening Trial Balance in the Omega software for 2018-19 to the closing Financial Statements for 2017-18 to ensure that all the detailed balances have been properly rolled forward;
- We have checked and agreed two sample month's receipts and payments transactions (April and September 2018) from the Current and Reserve account cashbooks to relevant bank statements; and
- Finally in this area we have checked and agreed the software based bank reconciliations as at 30th April and 30th September 2018 on all accounts to ensure that there no long-standing, uncleared items or other another anomalous entries exist.

Conclusions

No matters arise in this area to warrant formal comment or recommendation currently.

Review of Corporate Governance

- We note that the Council's extant corporate documentation such as Standing Orders and Financial Regulations are subject to on-going review and were considered fit for purpose (most latterly with minor revisions in May 2018 in accord with recent NALC model documentation); and
- We have commenced our examination of the minutes of Full Council and its standing Committees for the early months of the year to date (end October 2018) 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.

Conclusions

No matters arise in this area to warrant formal comment or recommendation currently.

Review of Payments

- We are pleased to note that there continues to be sound control over the authorisation of, and payments for, supplier invoices and other similar expenditures (still predominantly paid by cheque);
- We have commenced our testing of payments at this first interim stage, examining a sample of all those payments individually in excess of £3,000 together with a further selection of every 40th cashbook transaction (irrespective of value) to end September 2018. This sample comprised approximately 45 payments totalling just under £340,000 and representing 75% of all non-pay related costs in the period to that date. We have ensured that each payment was supported by a relevant invoice, that an official order had been placed for all goods and services where appropriate (a number of utilities and other services are already contractually provided), that the correct nominal ledger codes had been allocated and that VAT had been properly separated and accounted for via the standard nominal ledger control account; and
- We note that VAT Returns continue to be filed electronically on a quarterly basis and have verified the September 2018 submission to the underlying Omega control account balances.

Conclusions

No matters arise in this area to warrant formal comment or recommendation currently.

Assessment and Management of Risk

- We have previously noted that the Financial Risk Assessments Registers are presented to Full Council annually (most recently in December 2017) and have not re-considered this matter at this first interim visit;
- We are pleased to note the continued, detailed Health and Safety inspections and outturn reports of all play areas on a weekly basis; and
- 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 2019): both Public and Employer's Liability remain at £10 million whilst Fidelity Guarantee remains at £1 million.

Conclusions

No matters arise in this area to warrant formal comment or recommendation currently.

Precept Determination and Budgetary Control

Conclusions

Other than noting from examination of current Council and Committee minutes that regular (usually monthly) budget monitoring reports continue to be considered by members, no further work was undertaken in this area, the first interim visit being too early for any meaningful variances to be identified or for any considerations of the Precept for 2019-20.

Review of Income

- We note that that members have properly considered and approved revised scales of fees and charges for 2018-19 for the Council's activities such as the Orchard Centre, Cemetery, Allotments and Sports Facility lettings in the previous financial year and have obtained copies of same for relevant testing purposes;
- As noted earlier in this report we have checked and agreed all receipts from bank statements to relevant cashbooks for two sample months; and
- We have reviewed the Burials Register and Exclusive Rights of Burial records, examining a sample of entries relating to each area for the six months April to September 2018 to ensure that each is supported by all relevant and legally required documentation and that the appropriate fees have been levied in accord with the published scales and recovered within a reasonable time period;

Conclusions

No matters arise in this area to warrant formal comment or recommendation currently.

Petty Cash and Charge Card Transactions

The Council operates a very limited petty cash account, with a maximum holding of £150. We have previously tested a sample of transactions during 2017-18 and have not yet repeated that work at this first interim stage.

Other than the fuel card, the Council does not operate any commercial charge / debit cards

Salaries and Wages

We have commenced our examination of the payroll procedures in place and the physical payments made to staff to date in 2018-19 by reference to the September 2018 documentation, the underlying detail for which continues to be produced by a local bureau provider (GH Online) utilising bespoke payroll software. Consequently:

- Gross pay rates have been checked to ensure that the NJC pay award for 2018-19 had been duly implemented;
- PAYE Tax Codes and National Insurance Table Rates have been checked to ensure that appropriate allowances are being applied for the year following the annual budgetary increases in personal allowances with effect from April 2018;
- Local Government Pension Scheme deduction rates have been checked to ensure they are in accord with the revisions to the bases of employee contributions, most latterly with effect from 1st April 2018 (albeit relatively minor changes to the salary banding widths);
- Variable hours and expenses have been verified to individuals' timesheets and claim forms;
- We have checked and agreed the net pay computations on pay slips to the payroll summaries and resultant bank statement and cashbook transactions; and
- We note that electronic monthly returns are made in a timely and accurate manner in accord with current HMRC legislation (aka Real Time Initiative).

Conclusions

No matters arise in this area to warrant formal comment or recommendation currently.

Investments and Loans

The Council currently has five existing PWLB liabilities and we have checked and agreed the first instalment repayments for 2018-19 (in September) to third party advice notes as part of the higher value supplier testing noted earlier in this resume.

The Council has no specific funds in investment.