



Ref: Agenda/Council-09042019

4th April 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 9th April 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

A handwritten signature in black ink, appearing to read 'Rob D McGregor'.

Rob D McGregor
Town Clerk

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

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**

6. **MEMBERS QUESTIONS**

7. **MINUTES AND RECOMMENDATIONS OF MEETINGS**

a. For Members to receive the minutes of the Council Meeting held on **Tuesday 26th March 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 Public Lands and Open Spaces Meeting held on **Tuesday 2nd April 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 **Tuesday 26th March 2019**.

9. **PLANNING APPLICATIONS**

a. **CB/19/00737/FULL - 1 Sandy View, Biggleswade, SG18 0HS**

Two storey side extension and single storey rear extension

b. **CB/19/00559/FULL – 18 Maple Close, Biggleswade, SG18 0EE**

Change of use from a Garage to a Beauty room.

c. **CB/19/00774/FULL – 154 Drove Road, Biggleswade, SG18 0HP**

Habitable annexe to replace existing annexe ancillary to host dwelling.

d. **CB/19/00777/VOC – 4 Mulberry Close, Biggleswade, SG18 0HU**

Variation of Condition 5 of planning permission CB/18/00354/Full dated 19/04/2018 - Revised drawings to the current Approval Notice (CB/18/00354/FULL) references the following drawings: 17 / 070 / 07C, 17/ 070 / 09B & 17 / 070 / 10C and MT Arch Ltd wishes to replace these with the following: 17 / 070 / 07D, 17 / 070 / 09C & 17 / 070 / 10D.

e. **CB/19/00740/FULL, 10 Rowletts View, Biggleswade, SG18 0FD**

Proposed single storey side and rear extension, garage conversion and create first floor window.

f. **CB/19/00844/FULL, 64 High Street, Biggleswade, SG18 0LJ**

Demolition of existing garage block of a two and a half storey building. Garage on the ground floor and office accommodation on the first floor with additional office accommodation within a mansard roof above. Associated external works.

g. **CB/19/00878/FULL, Furzenhall Cottage, Furzenhall Road, Biggleswade, SG18 0AD**

Variation of Condition 1 to planning permission CB/11/04247/RM (new dwelling) changes to the plans number the list is now: CBC/001, 100A, 101A, 102A, 103A, 104E, 105F, 106F, 107C, 109C.

h. **CB/19/00850/VOC, Warehouse, Bonds Lane, Biggleswade, SG18 8AY**

Removal of Conditions 16 & 17 to Planning Permission CB/16/03048/FULL (Erection of 6 x 3-bedroom flats associated parking, cycle stores, bins and landscaping) highways conditions.

10. **ITEMS FOR CONSIDERATION**

a. **CB/ENQ/19/00097 - Works to Trees in a Conservation Area – 10 The Baulk, Biggleswade, SG18 0PT**

Works to a trees in a Conservation Area – To fell an approx. 10 metre high Birch tree due to excessive shading, proximity to house (7 metres), restrictions on use of garden due to bird droppings. Tree has outgrown and dominates a relatively small patio garden. Small branches break off and fall into the garden, which is dangerous. There is a small Birch tree in very close proximity (tree 2 on plan). This tree is 10 metres high and 4 metres from the house. We wish to reduce this tree in height.

b. **Standing Orders**

Members are asked to review the Town Council's standing orders and consider the additions of standing orders 37 a, b & c, committee training. The proposed standing orders are highlighted in Blue.

As a council with Foundation Status, when it comes to applying for Quality status Biggleswade Town Council will have to confirm that it still meets all the criteria for Foundation status which include a training policy and training record for councillors as well as staff. Councillors should all play their part in complying with the requirements.

Standing order 70 - A resolution permanently to add, vary or revoke a Standing Order shall when proposed and seconded, stand adjourned without discussion to the next ordinary meeting of the Council, **unless** a written draft of the changes has been prepared by the Town Clerk and has been circulated with the Agenda.

11. **ITEMS FOR INFORMATION**

a. **CIVIC SERVICE 2019**

Thank you letter from Deputy Lord Lieutenant Ruth Bell (attached).

b. **Central Bedfordshire Local Plan – Examination**

Details have been received about the Independent Examination of the Central Bedfordshire Local Plan. The Local Plan is being examined by Mathew Birkin Shaw Ba(hons) Msc MRTPI and Helen Hockenhull BA(Hons) B.PI MRTPI.

At all times the Inspectors will aim to work with the Council and everyone else involved in the examination in a positive manner.

Ian Kemp is the appointed programme Officer.

The independent examination will commence 10.00am Tuesday 21st May 2019 within the Council Chamber Priory House, Chicksands.

c. **Future High Street Fund**

Correspondance has been received updating the Town Council on the Future High Street Fund. (letter attached).

12. **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**.

13. **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.

(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.



Ref: Agenda/Council-09042019

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ADDITIONAL ITEMS

9. PLANNING APPLICATIONS

i. CB/19/00870/VOC – Furzenhall Cottage, Furzenhall Road, Biggleswade, SG18 0AD

Removal of Condition 4 of Planning Permission MB/07/01216/OUT dated 03/12/2008 – Condition 4 to be removed because it limited the footprint of part of the development of a new build property and other more appropriate planning policies covering extensions to existing buildings can now be applied to control the scale, character and appearance of the whole development.

10. ITEMS FOR CONSIDERATION

c. Windfarm Grant – Panel Member

The Windfarm grant panel have a meeting on the 18th April 2019, Council are asked to nominate a Councillor to attend as a panel member for the 18th April 2019 meeting. Details of the venue and time will be circulated nearer the time.

11. ITEMS FOR INFORMATION

d. PLANNING APPLICATION OUTCOMES

Attached report of the Planning Application Outcomes as at 3rd April 2019.

13. 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.

(Quotations – PC and Laptop renewals - replacements)

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 26 MARCH 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 L Fage
- Cllr F Foster
- Cllr M Foster
- Cllr M North (Chairman)
- Cllr H Ramsay
- Cllr M Russell (Vice Chairman)
- 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 – 4

B26/0301 1. APOLOGIES FOR ABSENCE

Cllr G Fage, Cllr P Sheldon

ABSENT WITHOUT APOLOGIES

Cllr S Patel

B26/0302 2. DECLARATIONS OF INTEREST

B26/0302.1 a. Disclosable Pecuniary Interests in any agenda item - none

B26/0302.2 b. Non-pecuniary interests in any agenda item – none

B26/0303 3. TOWN MAYOR'S ANNOUNCEMENTS

The Mayor attended:
On 16 March the Mayor of St Neots Charity Motown Ball

The Deputy Mayor asked that the Minutes record thanks to the Town Clerk and the Deputy Town Clerk for all their work in arranging the Neighbourhood Plan Community Engagement Event on 20/21 March. Many complimentary comments were received from members of the public regarding the information boards and questionnaires provided. Also - thank you to the members of the Working Group, and to Cllr L Fage and Cllr F Foster for their attendance on the day.

- B26/0304** 4. **PUBLIC OPEN SESSION**
There were no questions from members of the public.
- B26/0305** 5. **INVITED SPEAKER**

There was no invited speaker.
- B26/0306** 6. **MEMBERS QUESTIONS**

Cllr Briars: The Saxon Centre. Would like to have clarity on the situation regarding 106 money. The Town Clerk was requested to put this item on the next BJC Agenda.
- B26/0307** 7. **MINUTES AND RECOMMENDATIONS OF MEETINGS**
- B26/0307.1 a. Members received and approved the Minutes of the Biggleswade Town Council Meeting held on 12 March 2019. Following an amendment to item A13/0303 regarding the Splash Park: to read: *“Cllr Briars has not yet received any notification or feedback. Negotiations to take over the area are continuing with CBC Asset Team, and a timescale cannot be set until these are complete”.*
- B26/0308** 8. **MATTERS ARISING**

From the Minutes of the Biggleswade Town Council Meeting held on 12 March 2019.

There were no matters arising
- B26/0309** 9. **PLANNING APPLICATIONS**
- B26/0309.1 a. **CB/19/00561/FULL – 106 Shortmead Street, Biggleswade SG18 0BH**
Removal of existing conservatory. 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.
- B26/0309.2 b. **CB/19/00541/FULL - 70 High Street, Biggleswade SG18 0LJ**
Advertisement illuminated fascia sign.

It was **RESOLVED** that the Town Council has **NO OBJECTION** to this Planning Application.
- B26/0309.3 c. **CB/19/00496/FULL – Site of Unit N, Montgomery Way, Biggleswade**
Erection of a fence around part of the site perimeter.

It was **RESOLVED** that the Town Council has **NO OBJECTION** to this Planning Application.
- B26/0309.4 d. **CB19/00590/FULL – Land at Cow Close, Langford Road, Biggleswade SG18 9JT**
Construction of external covered picking line.

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

B26/0309.5 e. **CB/19/00532/FULL – 4 Laurel view, Lawrence Road, Biggleswade SG18 0LR**

Loft conversion with rear dormer and front roof lights.

It was **RESOLVED** that the Town Council **OBJECT** to this Planning Application on the grounds that the proposed conversion is not in keeping with the current roofline and would destroy the current street scene.

B26/0309.6 f. **CB/19/00413/FULL - Railway Station, Station Road, Biggleswade SG18 8AL**

Change of use to Taxi Booking Office (Retrospective)

The Town Council are unable to give the application proper consideration as the plan submitted shows the proposed taxi rank to be in the railway station car park and is not in the ticket office as is the case. The Town Council request that a further plan is submitted showing the taxi rank in the appropriate place.

B26/0309.7 g. **CB/19/00629/VOC - Land at the Saxon Centre, Kingsfield Road, Biggleswade SG18 8AT**

Variation of Condition No 10 on Application CB/17/00573/FULL dated 05/09/2017: Approve the Minor amendment plans showing the revised balconies.

It was **RESOLVED** that the Town Council **OBJECT** to this Planning Application as the proposal is out of character for the area.

B26/0310 10. **ACCOUNTS**

Financial Administration

Cllr Ramsay presented the following accounts:

- i. Detailed Balance Sheet to 28 February 2019
- ii Summary of Income & Expenditure 28 February 2019
- iii Income & Expenditure by Budget heading 28 February 2019
- iv Current Bank Account receipts & payments to 28 February 2019

Members received and approved the accounts presented.

B26/0311 11. **ITEMS FOR CONSIDERATION**

a. **Domestic Abuse - Consultation**

CBC Residents Engagement Survey

This is an information gathering survey. Members are welcome to submit their own comments on line.

Completion date is 31 May 2019.

B26/0312 **12. ITEMS FOR INFORMATION**

B26/0312.1 **a. Windfarm**
Members received a written paper detailing the purpose of the Langford and Biggleswade Windfarm Community Fund, how funds are allocated, and who can apply.

Cllr Ramsay will be attending the April 2019 meeting and will bring back a report to the Council meeting on 9 April 2019.

Information is also available on the BTC website, together with a link to the CBC website containing information and application forms.

B26/0312.2 **b. Notification of Tree Works**
CB/TCA/19/00031
CB/TRE/19/00028

Notification of pruning work to both trees by BTC.

NOTED

B26/0312.3 **c. Civic Service 2019**

The Mayor's Civic Service held on 17 March 2019 was very successful and raised £191.40 For the Mayors Charity St Johns Hospice.

NOTED

B26/0313 **13. PUBLIC OPEN SESSION**

B26//0313.1 **a.** Mr. Knight: Regarding the Neighborhood Plan. Does the Council have an indication of the number of responses?
The Deputy Clerk responded that there were 163 responses.

B26/0313.2 **b.** Mr. Sharp: Thanked the Council as the situation he experienced regarding the walkway through the Crown has now been resolved.

B26/0314 **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.

(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.

Recommendations and Resolutions of the PLOS Meeting held on 02 April 2019

7. ITEMS FOR CONSIDERATION

a. Isuzu Grafter

The current three-year hire term for the Isuzu Grafter 3.5t dropside vehicle with tail lift is due to expire July 2019. Quotations have been sought from four companies for a three-year contract hire to include repairs, maintenance and breakdown cover. One company has provided a quote as required.

It was **RESOLVED** to accept the Quote: £486.81 plus VAT per month, funded from Operational Budgets.

b. Playground Signage

Members were asked to consider new playground signage. The content is acceptable, but the style needs to be looked at and tidied up.

Quotations have been received for the supply of 15 signs, each with different play area names, and consistent in design with logo and postcode added to each site name.

It was **RESOLVED** to accept Quote A: £281.25

c. Biggleswade Entrance Signs

Improvements to the "Welcome to Biggleswade" signs were discussed. Members are happy with the content but would like to see improvements to the general style of the signs. The Deputy Town Clerk will be pleased to receive any ideas for signage preferences. This item will then be taken forward.

It was **RESOLVED** to take this item forward for development of ideas.

Development Management

Central Bedfordshire Council

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



Central
Bedfordshire

Mr Rob McGregor
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
Your Ref
Date 27 March 2019

Dear Mr McGregor,

Application No: CB/ENQ/19/00097

Proposal: Works to trees in a Conservation Area- To fell an approx 10 metre high Birch tree due to excessive shading, proximity to house (7 metres), restrictions on use of garden due to bird droppings. Tree has outgrown and dominates a relatively small patio garden. Small branches break off and fall into the garden, which is dangerous. There is a small Birch tree in very close proximity (tree 2 on plan). This tree is 10 meters high and 4 meters from the house. We wish to reduce this tree in height.

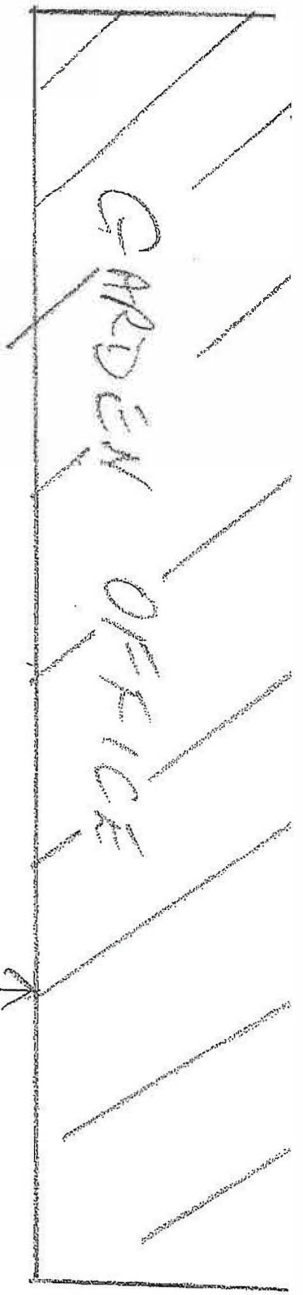
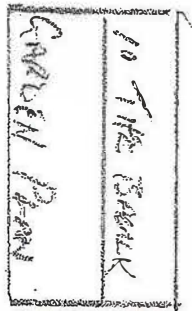
Location: 10 The Baulk, Biggleswade, SG18 0PT

Yours sincerely,

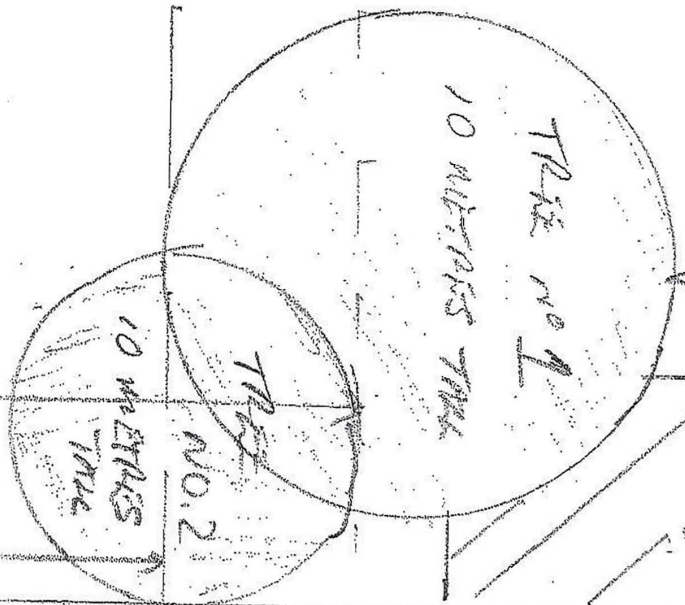
Pat Longland
Trees & Landscape Officer

NO 12 THE BACK

PATIO GARDEN



5 METRES



NO 8 THE BACK

4 METRES

5.5 METRES

HOUSE





Application for tree works: works to trees subject to a tree preservation order (TPO) and/or notification of proposed works to trees in a conservation area.

Town and Country Planning Act 1990

Publication of applications on planning authority websites.

Please note that the information provided on this application form and in supporting documents may be published on the Authority's website. If you require any further clarification, please contact the Authority's planning department.

1. Trees Location

Number	10
Suffix	
Property name	
Address line 1	The Baulk
Address line 2	
Address line 3	
Town/city	Biggleswade
Postcode	SG18 0PT

If the location is unclear or there is not a full postal address, describe as clearly as possible where it is (for example, 'Land to rear of 12 to 18 High Street' or 'Woodland adjoining Elm Road')

Easting (x)	519409
Northing (y)	244614

Description

2. Applicant Details

Title	Mr
First name	Edward
Surname	Kane
Company name	
Address line 1	10
Address line 2	The Baulk
Address line 3	

2. Applicant Details

Town/city	Biggleswade
Country	
Postcode	SG18 0PT
Primary number	
Secondary number	
Fax number	
Email address	

Are you an agent acting on behalf of the applicant?

Yes No

3. Agent Details

No Agent details were submitted for this application

4. What Are You Applying For?

Are you seeking consent for works to tree(s) subject to a Tree Preservation Order?

Yes No

Are you wishing to carry out works to tree(s) in a conservation area?

Yes No

5. Identification of Tree(s) and Description of Works

Please identify the tree(s) and provide a full and clear specification of the works you want to carry out.

You might find it useful to contact an arborist (tree surgeon) for help with defining appropriate work.

Where trees are protected by a Tree Preservation Order, please number them as shown in the First Schedule to the Tree Preservation Order where this is available. Use the same numbers on your sketch plan (see guidance notes).

Please provide the following information below

Tree species (and the number used on the sketch plan) and description of works.

Where trees are protected by a Tree Preservation Order you must also provide reasons for the work and, where trees are being felled, please give your proposals for planting replacement trees (including quantity, species, position and size) or reasons for not wanting to replant.

e.g. Oak (T3) - fell because of excessive shading and low amenity value. Replant with one standard ash in the same place.

To fell an approx 10 metre high Birch tree due to excessive shading, proximity to house (7 metres), restrictions on use of garden due to bird droppings. Tree has outgrown and dominates a relatively small patio garden. Small branches break off and fall into the garden, which is dangerous. There is a small Birch tree in very close proximity (tree 2 on plan). This tree is 10 meters high and 4 meters from the house. We wish to reduce this tree in height.

6. Trees - Additional Information

For all trees

A sketch plan clearly showing the position of trees listed in the question 'Identification of Tree(s) and Description of Works' MUST be provided when applying for works to trees covered by a Tree Preservation Order. A sketch plan is also advised when notifying the LPA of works to trees in a conservation area (see guidance notes).

It would also be helpful if you provided details of any advice given on site by an LPA officer.

For works to trees covered by a TPO

Please note: If none of the proposed work involves trees covered by a TPO, please answer 'No' to the two questions below

Please indicate whether the reasons for carrying out the proposed works include any of the following. If so, your application MUST be accompanied by the necessary evidence to support your proposals (see guidance notes for further details).

1. Condition of the tree(s) - e.g. it is diseased or you have fears that it might break or fall

Yes No

If Yes, you are required to provide written arboricultural advice or other diagnostic information from an appropriate expert.

2. Alleged damage to property - e.g. subsidence or damage to drains or drives.

Yes No

If Yes, you are required to provide for

6. Trees - Additional Information

Subsidence
A report by an engineer or surveyor, to include a description of damage, vegetation, monitoring data, soil, roots and repair proposals. Also a report from an arboriculturist to support the tree work proposals.

Other structural damage (e.g. drains walls and hard surfaces) Written technical evidence from an appropriate expert, including description of damage and possible solutions.

Documents and plans (for any tree)

Are you providing additional information in support of your application (e.g. an additional schedule of work for question 'Identification of Tree(s) and Description of Works')? Yes No

7. Tree Ownership

Is the applicant the owner of the tree(s)? Yes No

8. Tree Preservation Order Details

If you know which TPO protects the tree(s), enter its title or number

9. Authority Employee/Member

With respect to the Authority, is the applicant and/or agent one of the following:

- a) a member of staff
- b) an elected member
- c) related to a member of staff
- d) related to an elected member

It is an important principle of decision-making that the process is open and transparent. Yes No

For the purposes of this question, "related to" means related, by birth or otherwise, closely enough that a fair-minded and informed observer, having considered the facts, would conclude that there was bias on the part of the decision-maker in the Local Planning Authority.

Do any of the above statements apply?

10. Trees - Declaration

I/we hereby apply for planning permission/consent as described in this form and the accompanying plans/drawings and additional information. I/we confirm that, to the best of my/our knowledge, any facts stated are true and accurate and any opinions given are the genuine opinions of the person(s) giving them.

Date (cannot be pre-application)



STANDING ORDERS

Some of the following Standing Orders are compulsory as they are laid down in Acts of Parliament. These are printed in **BOLD** type. These standing orders cannot be altered.

1. **Meetings of the Council and its Committees**

- a. Meetings of the Council shall be held on the second and fourth Tuesday of every month, commencing at 7.00 pm unless the Council otherwise decides at a previous meeting.
- b. Smoking of any kind is not permitted at any meeting of the Council.

2. **The Statutory Annual Meeting**

- a. **In an election year the Annual Statutory Meeting shall be held on or within 14 days following the day on which the Councilors' are elected to take office and**
- b. **In a year which is not an election year the Annual Town Meeting shall be held on such day in May as the Council may direct.**

3. **In addition to the Statutory Annual Meeting, at least three other statutory meetings shall be held in each year on such dates and times and at such place as the Council may direct.**

4. **Chairman of the Meeting**

The person presiding at a meeting may exercise all the powers and duties of the Chairman in relation to the conduct of the meeting.

5. **Proper Officer**

Where a statute, regulation or order confers function or duties on the proper officer of the Council in the following cases he/she shall be the Clerk or nominated officer:

- To receive declarations of acceptance of office
- To receive and record notices disclosing interests at meetings
- To receive and retain plans and documents
- To sign notices or other documents on behalf of the Council
- To receive copies of bylaws made by another local authority
- To certify copies of bylaws made by the Council
- To sign and issue the summons to attend meetings of the Council
- To keep proper records for all Council meetings

6. Quorum of the Council

Three members or one third of the total membership, whichever is the greater, shall constitute a quorum at meetings of the Council.

7. If a quorum of 5 Councillors' is not present or if during a meeting the number of councillors present (not counting those debarred by reason of a declared interest) falls below the required quorum, the meeting shall be adjourned, and business not transacted shall be transacted at the next meeting or on such other day as the Chairman may affix.
8. For a quorum relating to a committee or sub-committee, please refer to Standing Order 42.

9. Voting

Members shall vote by show of hands or, if at least two members so request, by signed ballot.

10. **If a member so requires, the Clerk shall record the names of the members who voted on any question so as to show whether they voted for or against it. Such a request must be made before moving on to the next business.**
11. (1) **Subject to (2) and (3) below the Chairman may give an original vote on any matter put to the vote, and in any case of an equality of votes must give a casting vote whether or not he/she gave an original vote.**
- (2) **If the person presiding at the annual meeting would have ceased to be a member of the Council but for the statutory provisions which preserve the membership of the Mayor and Deputy Mayor until the end of their term of office he/she may not give an original vote in an election for Mayor.**
- (3) **The person presiding must give a casting vote whenever there is an equality of votes in an election for Mayor.**

12. Order of Business

At each Annual Town Council Meeting the first business shall be:

- a. To elect a Chairman of the Council.
- b. To receive the Chairman's declaration of acceptance of office or, if not received, to decide when it shall be received.
- c. In the ordinary year of election of the Council to fill any vacancies left unfilled at the election by reason of insufficient nominations.
- d. To decide when any declarations of acceptance of office which have not been received as provided by law shall be received.
- e. To elect a Vice Chairman of the Council.
- f. To receive the Vice Chairman's declaration of acceptance of office or, if not received to decide when it shall be received.

- g. To appoint representatives to outside bodies.
- h. To appoint committees and sub-committees.
- i. For Committees to appoint the Chairman and Vice Chairman of those Committees.
- j. For the programme of meetings of those Committees to be approved for the municipal year.

and shall thereafter follow the order set out in the Standing Order 16.

- 13. At every meeting other than the Annual Council Meeting the first business shall be to appoint a Chairman if the Chairman and Vice Chairman be absent and to receive such declarations of acceptance of office (if any) and undertaking to observe the Council's Code of Conduct as are required by law to be made or, if not then received, to decide when they shall be received.**
- 14. In every year, not later than the meeting at which the estimates for next year are settled, the Council shall review the pay and conditions of service of existing employees. The Council shall be notified formally when this has been done.
- 15. Standing Order 34 must be read in conjunction with this requirement.
- 16. After the first business has been completed, the order of business shall be in the order set out in the Agenda unless the Council otherwise decides on the grounds of urgency, and shall be as follows:
 - a. To receive apologies from members not able to be present and the reasons for absence. To note absent members from whom no apology has been received.
 - b. To receive Declarations of Interests or to consider requests for dispensation.
 - c. To receive such communications as the person presiding may wish to lay before the Council.
 - d. To receive members' questions.
 - e. 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.
 - f. To read and consider Minutes; provided that if a copy has been circulated to each member not later than the day of issue of the summons to attend the meeting, the Minutes may be taken as read.
 - g. **After consideration to approve the signature of the Minutes by the Chair as a correct record.**

- h. To deal with matters arising from the Minutes unless such matters are specified on the agenda.
- i. **To deal with business expressly required by statute to be done.**
- j. To dispose of business, if any, remaining from the last meeting.
- k. To receive and consider reports and minutes of committees.
- l. To receive and consider resolutions or recommendations in the order in which they have been notified.
- m. 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.
- n. 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.
- o. To authorise the sealing of documents.
- p. To receive at the last meeting every second month, a report of the Council's performance against the Business Plan.
- q. To receive a record of any previous minutes that remain to be actioned and of any decisions made by officers under delegation.

17. Urgent Business

A motion to vary the order of business on the grounds of urgency:

- a. may be proposed by the Chairman or by any member and, if proposed by the Chairman, may be put to the vote without being seconded, and
- b. shall be put to the vote without discussion.
- c. If a matter of genuine unexpected urgency arises, any necessary action may be decided by the Town Clerk in accordance with Terms of Reference and Delegation approved by the Council.

18. Resolutions Moved on Notice

Except as provided by these Standing Orders, no resolution may be moved unless the business to which it relates has been put on the Agenda by the Clerk or the mover has given notice in writing of its terms and has delivered the notice to the Clerk at least 6 clear days before the next meeting of the Council.

- 19.** The Clerk shall date every notice of resolution or recommendation from members when received, shall number each notice in the order in which it was received and shall enter it in a book which shall be open to the inspection of every member of the Council.

20. The Clerk shall insert in the summons for every meeting all notices of resolution or recommendation properly given in the order in which they have been received unless the member giving a notice of resolution has stated in writing that he/she intends to move at some later meeting or that he/she withdraws it.
21. If a resolution or recommendation specified in the summons is not moved either by the member who gave notice of it or by any other member, it shall, unless postponed by the Council, be treated as withdrawn and shall not be moved without fresh notice.
22. Every resolution or recommendation shall be relevant to some subject over which the Council has power or duties which affects its area.
23. Resolutions Moved without Notice

Resolutions dealing with the following matters may be moved without notice:

- a. To appoint a Chairman of the meeting.
- b. To correct the minutes.
- c. To approve the minutes.
- d. To alter the order of business.
- e. To proceed to the next business.
- f. To close or adjourn the debate.
- g. To refer a matter to a committee.
- h. To appoint a committee or any members thereof.
- i. To adopt a report.
- j. To authorise the sealing of documents.
- k. To amend a motion.
- l. To give leave to withdraw a resolution or amendment.
- m. To extend the time limit for speeches (See Order 28d below).
- n. To exclude the press and public (See Order 58 below).
- o. To silence or eject from the meeting a member named for misconduct (see Order 31 below).
- p. To give the consent of the Council where such consent is required by these Standing Orders.
- q. To suspend any Standing Order (see Order 69 below).
- r. To adjourn the meeting.

24. Questions

A member may ask the Chairman or the Clerk any question concerning the business of the Council.

25. No questions not connected with business under discussion shall be asked except during the part of the meeting set aside for questions.

26. Every question shall be put and answered without discussion.

27. A person to whom a question has been put may decline to answer.

28. Rules of Debate

No discussion of the minutes shall take place except upon their accuracy. Corrections to the Minutes shall be made by resolution and must be initialed by the Chairman.

- a. A resolution or amendment shall not be discussed unless it has been proposed and seconded, and, unless proper notice has already been given, it shall, if required by the Chairman, be reduced to writing and handed to him/her before it is further discussed or put to the meeting.
- b. A member when seconding a resolution or amendment may, if he/she then declares his/her intention to do so, reserve his/her speech until a later period of the debate.
- c. A member shall direct his/her speech to the question under discussion to a personal explanation or to a question of order.
- d. No speech by a mover of a resolution shall exceed 3 minutes and no other speech shall exceed 3 minutes except by consent of the Council.
- e. An amendment shall be either:
 - i. To leave out words
 - ii. To leave out words and insert others
 - iii. To insert or add words
- f. An amendment shall not have the effect of negating the resolution before the Council.
- g. If an amendment be carried, the resolution, as amended, shall take the place of the original resolution and shall become the resolution upon which any further amendment may be moved.
- h. A further amendment shall not be moved until the Council has disposed of every amendment previously moved.
- i. The mover of a resolution or of an amendment shall have a right of reply, not exceeding 2 minutes.

- j. A member, other than the mover of a resolution, shall not, without leave of the Council, speak more than once on any resolution except to move an amendment or further amendment, or on an amendment, or on a point of order, or in personal explanation, or to move a closure.
 - k. The mover of a resolution shall have a right of reply immediately before the resolution is put to the vote. If an amendment is proposed the mover of the amendment shall be entitled to reply immediately before the amendment is put to the vote.
 - l. A member exercising a right of reply shall not introduce a new matter. After the right of reply has been exercised or waived, a vote shall be taken without further discussion. A member may, with the consent of his seconder; move amendments to his/her own resolution.
 - m. A member may speak on a point of order or a personal explanation. A member speaking for these purposes shall be heard forthwith. A personal explanation shall be confined to some material part of a former speech by him, her which may have been misunderstood.
 - n. A motion or amendment may be withdrawn by the proposer with the consent of the Council, which shall be signified without discussion, and no member may speak upon it after permission has been asked for its withdrawal unless such permission has been refused.
 - o. When a resolution is under debate no other resolution shall be moved except the following:
 - i. To amend the resolution
 - ii. To proceed to the next business
 - iii. To adjourn the debate
 - iv. That the question be now put
 - v. That a member named be not further heard
 - vi. That a member named leave the meeting
 - vii. That the resolution be referred to a committee
 - viii. To exclude the public and press
 - ix. To adjourn the meeting
- 29.** A member shall stand when speaking at Council meetings unless permission to remain seated is given by the Chairman.
- a. The ruling of the Chairman on a point of order or on the admissibility of a personal explanation shall not be discussed.
 - b. Members shall address the Chairman. If two or more members wish to speak, the Chairman shall decide who to call upon.
 - c. Whenever the Chairman speaks during a debate all other members shall be silent.
 - d. Members wishing to speak should raise their hand until acknowledged by the Chairman of the meeting.

30. Closure

At the end of any speech a member may, without comment, move “that the question be now put”, “that the debate be now adjourned” or “that the Council do now adjourn”. If such motion is seconded, the Chairman shall put the motion but, in the case of a motion “that the question is now put”, only if he/she is of the opinion that the question before the Council has been sufficiently debated. If the motion “that the question be now put” is carried, he/she shall put the question immediately after that right has been exercised or waived. The adjournment of a debate or of the Council shall not prejudice the mover’s right of reply at the resumption.

31. Disorderly Conduct

- a. **All members must observe the Code of Conduct currently adopted by the Council, a copy of which is included in the Constitution.**
- b. No member shall at a meeting persistently disregard the ruling of the Chairman, willfully obstruct business, or behave irregularly, offensively, improperly or **in such a manner as to bring the Council into disrepute.**
- c. If, in the opinion of the Chairman, if a member has broken the provisions of paragraph a. or b. of this Order, the Chairman shall express that opinion to the Council and thereafter any member may move that the member named be no longer heard or that the member named do leave the meeting, and the motion, if seconded, shall be put forth with and without discussion.

If a member reasonably believes another member is in breach of the Code Conduct the member is under a duty to report that member to the Monitoring Officer for the Unitary Authority for a breach of Section 29 to 34 of the Localism Act 2011.

- d. If either of the motions mentioned in paragraph c. is disobeyed, the Chairman may adjourn the meeting or take such further steps as may reasonably be necessary to enforce them.

32. Rescission of Previous Resolution

- a. A decision (whether affirmative or negative) of the Council shall not be reversed within 6 months except by a special resolution, the written notice whereof bears the names of at least 5 members of the Council, or by a resolution moved in pursuance of the report or recommendation of a committee.
- b. When a special resolution or any other resolution moved under the provisions of paragraph a. of this Order has been disposed of, no similar resolution may be moved within a further six months.

33. Voting on Appointments

Where more than two persons have been nominated for any position to be filled by the Council and of the votes given there is not an absolute majority in favor of one person, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken, and so on until a majority of votes is given in favor of one person.

34. Discussions and Resolutions Affecting Employees of the Council

If at a meeting there arises any question relating to the appointment, conduct, promotion, dismissal, salary or conditions of service, of any person employed by the Council, it shall not be considered until the Council or committee (as the case may be) has decided whether or not the press and public shall be excluded. (See Standing Order No. 58).

35. Resolutions on Expenditure

Any resolution (which is moved otherwise than in pursuance of a recommendation of the Finance and General Purposes Committee or of another committee after recommendation by the Finance and General Purposes Committee) and which, if carried, would, in the opinion of the Chairman, substantially increase the expenditure upon any service which is under the management of the Council or reduce the revenue at the disposal of any committee, or which would involve capital expenditure, shall, when proposed and seconded, stand adjourned without discussion to the next ordinary meeting of the Council, and any committee affected by it shall consider whether it desires to report thereon (and the Finance and General Purposes Committee shall report on the financial aspect of the matters).

36. Sealing of Documents

- a. A document shall not be sealed on behalf of the Council unless its sealing has been authorised by a resolution.
- b. Any two members of the Council, one of whom must be the Chairman or Vice Chairman may seal on behalf of the Council any document required by law to be issued under seal.
- c. Approved written minutes are the definitive record of the Town Council and the Town Councils Committees.

37. Committees and Sub Committees

The Council may at its Annual Meeting appoint standing committees and may at any other time appoint such other committees as are necessary, but subject to any statutory provision in that behalf:

- a. No Councillor may be appointed to a Committee unless they have completed the minimum training as prescribed. Additional training may be prescribed from time to time by resolution of the Council.
- b. Standing Order 37 (a) will not apply to appointments made at the Annual Statutory Meeting immediately following and election.
- c. For the purposes of Standing Order 37 (a) the prescribed minimum training is;
 - *Legal Requirements and Constraints – “New Councillor Induction Training” or “The Town Council and its Councillors” if induction training has been previously completed.*
 - *Local Council Finance - provided by accountants familiar with local government accounting and audit procedures.*

The listed training must have been completed no more than three years prior to the relevant Annual Meeting or since joining the Council if the Councillor has served for a period shorter than three years.

- d. Shall not appoint any member of a committee so as to hold office later than the next Annual Meeting.
 - e. May appoint persons other than members of the Council to any Committee; and
 - f. May subject to the provisions of Standing Order 32 above at any time dissolve or alter the membership of committee.
- 38.** The Chairman and Vice Chairman, ex-officio, shall be voting members of every committee, unless they signify that they do not wish to serve.
- 39. Extraordinary meetings of the council and committees**
- a. **The Chairman of the Council may convene an extraordinary meeting of the Council at any time.**
 - b. **If the Chairman of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.**
 - c. The chairman of a committee may convene an extraordinary meeting of the committee at any time.
 - d. If the chairman of a committee does not call an extraordinary meeting within 7 days of having been requested to do so by two members of the committee, any 2 members of the committee may convene an extraordinary meeting of the committee.
- 40. Sub-Committees**
- Every committee may appoint sub-committees for purposes to be specified by the committee.
- 41.** The Chairman and Vice-Chairman of the committee shall be members of every sub-committee appointed by it unless they signify that they do not wish to serve.
- 42.** Except where ordered by the Council in the case of a committee, or by the Council or by the appropriate committee in the case of a sub-committee, the quorum of a committee or sub-committee shall be three or one third of its members whichever is the greater.
- 43.** The Standing Orders on rules of debate (except those parts relating to standing and to speaking more than once) and the Standing Order on interests of members in contracts and other matters shall apply to committee and sub-committee meetings.
- 44. Voting in Committees**
- Members of committees and sub-committees entitled to vote, shall vote by show of hands, or, if at least two members so request, by signed ballot.

45. Chairmen of committees and sub-committees shall in the case of an equality of votes have a second or casting vote.

46. Working Groups

The Council or a committee may create a working group to look at specific issues and to advise it accordingly. It must determine the terms of reference and membership. Usually a working group will operate on a task and finish basis. Voting will be as for a committee.

47. Presence of Non-Members of Committees at Committee Meetings

- a. A member who has proposed a resolution, which has been referred to any committee of which he/she is not a member, may explain his/her resolution to the committee but shall not vote.
- b. Any Council member shall, unless the Council otherwise orders, be entitled to be present as a spectator on the public benches at the meetings of any committee or sub-committee of which he/she is not a member, but he/she shall not be entitled to vote and he/she shall not take part in the consideration of any business save by leave of the person presiding.

48. Interests and Dispensations

A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest, or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his right to participate and vote on that matter.

Members must disclose Interests as defined by the Code of Conduct currently adopted by the Council, as soon as it becomes apparent, disclosing the nature and extent of that interest.

49. The Clerk will be required to compile and hold a register of member's interests in accordance with agreement reached with the Monitoring Officer of the Responsible Authority and/or as required by the Localism Act 2011 Sections 29 to 34.

50.
 - a. If a member has declared a Disclosable Pecuniary interest he/she must withdraw from the meeting during consideration of the item to which the interest relates. If the member has been granted a dispensation by the Council, he/she must still declare the interest but may take part in the discussion and vote.
 - b. Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has a disclosable pecuniary interest. He may return to the meeting after it has considered the matter in which he had the interest.
 - c. **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
 - d. A decision as to whether to grant a dispensation shall be made by the Proper Officer, and that decision is final.

- e. A dispensation request shall confirm:
 - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
 - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
 - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
 - iv. an explanation as to why the dispensation is sought.
- f. Subject to standing orders 13(c) and (e), a dispensation request shall be considered by the Proper Officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required OR at the beginning of the meeting of the Council, or committee or sub-committee for which the dispensation is required.
- g. **A dispensation may be granted in accordance with standing order 50(d) if having regard to all relevant circumstances any of the following apply:**
 - i. **without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;**
 - ii. **granting the dispensation is in the interests of persons living in the Council's area; or**
 - iii. **it is otherwise appropriate to grant a dispensation.**
- h. Councillors must keep their registered interests up to date by completing the appropriate form and delivering this to the Town Clerk.
- i. The Clerk will send out forms prior to the Annual Statutory meeting each year, to give members the opportunity to update their interests in the Register if necessary.

- 51.** If a candidate for any appointment under the Council is to his/her knowledge related to any member of or the holder of any office under the Council, he/she and the person to whom he/she is related shall disclose the relationship in writing to the Clerk.

A candidate who fails so to do shall be disqualified for such appointment and if appointed, may be dismissed without notice.

The Clerk shall report to the Council or to the appropriate committee and such disclosure. Where a relationship to a member is disclosed, Standing Orders 48 and 49 shall apply as appropriate.

The Clerk shall make known the purpose of Standing Order 52 to every candidate.

52. Canvassing of and Recommendations by Members

- i. Canvassing of members of the Council or of any committee, directly or indirectly, for any appointment under the Council shall disqualify the candidate for such

appointment. The Clerk shall make known the purport of this sub-paragraph of this Standing Order to every candidate.

- ii. A member of the Council or of any committee shall not solicit for any person any appointment under the Council or recommend any person for such appointment or for promotion; but nevertheless, any such member may give a written testimonial of a candidate's ability, experience or character for submission to the Council with an application for appointment.

53. Standing Order No's 51 and 52 shall apply to tenders as if the person making the tender were a candidate for an appointment.

54. Inspection of Documents

A member may for the purpose of his/her duty as such (but not otherwise), inspect any document in possession of the Council or a committee and if copies are available shall, on request, be supplied for the like purpose with a copy.

55. **All minutes kept by the Council and by any committee shall be open for the inspection of any member of the Council.**

56. All requests for information held by the Council shall be processed in accordance with the Council's Publication Scheme and Information Guide and the Freedom of Information Act 2000.

57. Unauthorised Activities

No individual member of the Council or of any committee or sub-committee shall in the name of or on behalf of the Council:

- a. inspect any lands or premises which the Council has a right or duty to inspect; or
- b. issue orders, instructions or directions or commit to any expenditure unless authorised to do so by the Council or the relevant committee or sub-committee.

58. Admission of the Public and Press to Meetings

The public and press shall be admitted to all meetings of the Council and its committees which may, however, temporarily exclude the public by means of the following resolutions:

That in view of the (special) (confidential) nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded, and they are instructed to withdraw".

59. The Council shall state the special reason for exclusion. (**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).

Where the public are excluded from a meeting of a relevant government body under Subsection (2) the body may also prevent any person from reporting on the meeting using methods which can be used without that person's presence at the meeting and which will enable persons not present at the meeting to see or hear the proceedings at the meeting as it takes place later.

60. At all meetings of the Council the Chairman may at his/her discretion and at a convenient time in the transaction of business, suspend standing orders so as to allow any members of the public or a representative of the local Constabulary to address the meeting in relation to the business to be transacted at that meeting.
61. Any person who attends a meeting for the purposes of reporting on the meeting may use any communication method, including the internet, to publish, post or otherwise share the results of the persons reporting activities.

Filming, photography and audio recording should be carried out from a static position in the public area, so as not to impede other members of the public.

Oral reporting, commentary and flash photography on a meeting will not be permitted.

Publication and dissemination may take place at the time of the meeting or occur after the meeting.

This shall not be without prejudice to any power of exclusion to suppress or prevent disorderly conduct or other misbehaviour at a meeting.

62. If a member of the public interrupts the proceedings at any meeting, the Chairman may, after warning, order that he/she be removed from the meeting and may adjourn the meeting for such period as is necessary to restore order.

63. **Petitions**

At any meeting any Member may present a petition, signed by persons other than Members of the Council, which is relevant to some matter for which the Council has a responsibility or which affects the Parish.

- a. A Member wishing to present a petition shall give notice of his/her intention to do so to the Town Clerk at least twenty-four hours before the beginning of the meeting at which it is to be presented.
- b. The presentation of a petition will last for no more than three minutes.
- c. No discussion will take place on any petition, but any Member may move that a matter raised be included on a future agenda.

64. **Confidential Business**

- a. No member of the Council or of any committee or sub-committee shall disclose to any person not a member of the Council any business declared to be confidential by the Council, the committee or the sub-committee as the case may be.
- b. Any member in breach of the provisions of paragraph a. of this Standing Order shall be removed from any committee or sub-committee of the Council by the Council.

65. **Liaison with Unitary Councillor's**

A summons and Agenda for each meeting shall be sent to the Unitary Councillor for the appropriate division or ward.

66. Planning Applications

Planning applications received shall be considered by the first available meeting of the Council.

The Clerk shall, as soon as it is received, enter in a book kept for the purpose the following particulars of every planning application notified to the Council:

- i. the date on which it was received
- ii. the planning application number
- iii. the place to which it relates
- iv. the date of the committee at which it will be considered
- v. In the event of a planning amendment being received for consideration by the Council, where the amendment is a minor amendment related to a Planning Application that previously received **No Objection** from the Council, then the Clerk in consultation with or any three members of the Council, which should include either the Chairman or the Vice Chairman of the Council, may, if necessary, take a majority decision on the amendment without the need to summon a Council Meeting, such decision to be recorded at the next meeting of the Council.

67. Annual Town Meeting

- a. The Annual Town Meeting will be held in May each year.
- b. Proceedings shall not begin before 7.30. pm.
- c. The Chairman shall preside or in his/her absence the Vice Chairman.
- d. In the absence of the Chairman and the Vice Chairman the meeting shall appoint a Chairman before proceeding to any other business.
- e. The Clerk to the Council shall record the proceedings and in his/her absence the person presiding may record the proceedings or may appoint another to do so.
- f. The Minutes of the previous meeting shall be considered and, if correct, signed by the person presiding at the meeting.
- g. Subsequent business of the Annual Meeting shall be as follows:
 - i. To receive the Annual Report of the Town Council.
 - ii. To receive Statement of the Accounts for the year ended the previous 31st March.
 - iii. To receive the Council's observations on its finances for the current year.
 - iv. To consider items previously resolved by the Town Council to be added to the agenda.
 - v. Where 7 days' written notice has been given by Local Government Electors for this parish:
 - to consider subjects affecting this parish
 - to consider resolutions affecting this parish
 - vi. To receive reports from Unitary Authority Councillors'.

- vii. To receive reports from the Chair of the Council Committees unless reports are included in the Annual Report and reports from Representatives of other bodies etc.
- h. Questions and comments can now be put by the Local Government Electors -the person presiding at the meeting may call upon Town Councillors', Unitary Authority Councillors', representatives of other bodies who are present to answer questions.
- i. Any relevant items raised to go to the next available meeting of the Council.

68. Code of Conduct on Complaints

The Council shall deal with complaints of maladministration allegedly committed by the Council or by any officer or member in accordance with the Complaints Code and Vexatious Policy, except for those complaints which should be properly directed to the Monitoring Officer of the Unitary Council.

69. Variation, Revocation and Suspension of Standing Orders

Any or every part of the Standing Orders except those printed in **bold type** may be suspended by resolution in relation to any specific item of business.

70. A resolution permanently to add, vary or revoke a Standing Order shall when proposed and seconded, stand adjourned without discussion to the next ordinary meeting of the Council, unless a written draft of the changes has been prepared by the Town Clerk and has been circulated with the Agenda.

71. Standing Orders to be given to Members

A copy of these Standing Orders shall be given to each member by the Town Clerk upon delivery to him/her of the member's declaration of acceptance of office and written undertaking to observe the Code of Conduct adopted by the Council or following any amendment or revision as part of the Constitution.

72. Training and Development

The Council will determine and execute an annual training plan for its Members.

73. General Power of Competence

- a. The General Power of Competence permits principal councils and eligible local councils to do anything that individuals generally may do. The Council will adopt this power when it becomes eligible.
- b. Before exercising the General Power of Competence, the full Council must have passed a resolution at an ordinary meeting, that they meet the relevant eligibility criteria: A Clerk who holds a recognised qualification and the number of Councillors elected at the last ordinary election or subsequent by-elections is equal to or exceeds two thirds of the total number of Councillors. If adopted, the General Power becomes the power of first resort.
- c. Local Councils are also required by regulation to pass a resolution at each subsequent relevant annual meeting that it meets the conditions of eligibility. Relevant annual meeting is the one following an ordinary election.

74. Contracts

Every contract relating to the sale or purchase of any land or buildings shall be in writing and be signed on behalf of the Council by the Proper Officer and the Chairman of the Council, or their deputies. Purchases of land should not be above the current market value as determined by the Council's appointed Valuer and sales of land should not be below the current market value as determined by the Council's appointed Valuer. Where this is not the case a report should be made to Council setting out the reasons for such variation, which may take into account any community benefits or justification on the grounds that it helps fulfil a wider objective of the Council.

75. Every contract made by or on behalf of the Council shall comply with these Standing Orders and the Council's Financial Regulations. (see Financial Regulations 11).

76. Where tenders are required, one of the following methods shall be used:

Open competitive tender

Tenders shall be invited after giving at least 14 days' public notice in at least one local newspaper circulating in the area of the Authority and in such trade journals as the Town Clerk considers appropriate stating the nature and purpose of the contract, inviting tenders and stating the last date when tenders will be accepted.

Any notice issued shall contain a Statement of the effect of Standing Orders 51 & 52.

Ad hoc approved list

Tenders shall be invited after giving notice in the manner set out for Open Competitive tenders seeking applications to be placed on a list from which selected contractors will be invited to submit tenders.

Standing approved list

Tenders shall be invited from persons included in a list approved by the Council for the supply of goods or materials of specified categories values or amounts or for the carrying out of specified categories of work.

The list shall be compiled in the following manner:

- Notices inviting applications for inclusion in the list shall be published not less than 28 days before the list is compiled in at least one local newspaper and one trade journal.
- No person shall be included in the list unless, at the time of compilation of the list, the Responsible Financial Officer is satisfied as to his or her financial status and suitability.
- The approved list may be amended as required from time to time by the Council or Town Clerk under delegated authority and shall be reviewed at intervals not exceeding two years.

Approved list of another Council

Tenders shall be invited from persons included in a list approved by Central Bedfordshire Council for the supply of goods or materials of specified categories

values or amounts or for the carrying out of specified categories of work.

Established procurement specialist

Where large, high value tender exercises take place, in areas in which the Council have limited expertise, it may be necessary to engage the use of established procurement specialists. These specialists will undertake the tender process on behalf of the Council, subject to compliance with Financial Regulations for the opening of tenders.

77. Selection of Tenderers or Invitees

The selection of persons from whom tenders shall be invited shall be delegated to the Town Clerk in consultation with the Chairman of Finance and General Purposes Committee.

In inviting applications for inclusion in a list of approved tenderers or in selecting persons from whom tenders are to be invited, steps shall be taken to ensure fair competition. It may be necessary to supplement approved lists in cases where the specialist nature of the work or goods indicates that competition will be limited, subject to a resolution of Council which embodies the reason for doing so.

Where a contract will involve a design element, or in the case of other construction works, the chosen process may be varied minimally to ensure that the quality of the design is properly taken in to account.

78. Form of Invitation to tender and submission of tenders

A specification for the goods, materials, services or the execution of works shall be drawn up.

All tenders shall be required to be submitted on a Form of Tender approved by the Town Clerk. This Form shall include a statement that the Council will not be bound to accept any tender and reserves the right to accept a tender other than the one which is the lowest price or not to accept any tender at all.

The invitations to tender shall state that no tender will be considered unless contained in an unmarked plain sealed envelope and endorsed "Tender" followed by the subject to which it relates.

Every tender shall be addressed to the Town Clerk and the tender shall remain in his custody, or that of his nominated representative, until the time appointed for its opening.

79. Extension of time

Where the Town Clerk considers it to be in the best interests of the Council the time within which tenders must be received may be extended after giving written notice of such extension of time to all contractors.

80. Opening of tenders

All tenders for a contract shall be opened in accordance with the Financial Regulations.

The Town Clerk shall prepare and maintain a register of tenders received and shall record in that register the following particulars:

- the last date and time for the receipt of tenders.
- the date and time the tender was actually received.
- the name of the tenderer and the amount of the tender.
- the date and time they were opened and by whom.
- the signature of the officer to whom the tenders were handed after opening.

All persons required to be present at the opening of tenders shall immediately sign against the relevant particulars in the register and shall also sign each page of the tender as evidence of such tenders having been opened by them or in their presence.

Following the opening of tenders invited the Town Clerk shall write to all persons who were invited to tender but who failed to tender to ascertain the reasons for that failure.

81. Late tenders

Any tender received late will be returned promptly to the tenderer by the Town Clerk. A late tender which has been received may be opened in the presence of the two Members to ascertain the name and address of the tenderer, but no details of the tender shall be disclosed.

82. Errors and discrepancies

Where the tender reveals errors or discrepancies, which would affect the tender figure in an otherwise successful tender, the tenderer shall be told of the errors and discrepancies and given an opportunity of confirming, correcting or withdrawing the offer.

83. Acceptance of tenders

In accepting a tender, consideration will be given to price and quality. A suitable pre-determined price-quality model (Evaluation Model) will be devised by the Town Clerk or representative in accordance with the Council's Procurement Policy. Selection of the best tender will be based on this evaluation.

If no tenders are received or if all tenders are identical, the Council may make such arrangements for procuring the goods or materials or executing the works as it thinks fit.

84. Contracts to be in writing

Every contract which exceeds £5000 shall be in writing in a form approved by the Town Clerk.

85. Responsibilities to provide information

See also standing order 86.

- a **In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**

- b. **The Council shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.**

86. Management of information

See also standing order 87.

- a **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**
- b **The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).**
- c **The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**
- d **Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.**

87. Responsibilities under data protection legislation.

(Below is not an exclusive list).

See also standing order 86.

- a **The Council shall appoint a Data Protection Officer.**
- b **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his personal data.**
- c **The Council shall have a written policy in place for responding to and managing a personal data breach.**
- d **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**
- e **The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**
- f **The Council shall maintain a written record of its processing activities.**

88. Approval of Standing Orders

The foregoing Standing Orders were adopted by Biggleswade Town Council on -----
May 2018.

Town Mayor:

Clerk to the Council:

DRAFT



Lieutenancy Office
Priory House
Monks Walk
Chicksands
Shefford
Bedfordshire SG17 5TQ

Helen Nellis
HM Lord-Lieutenant of Bedfordshire

Tel: 0300 300 6090
0300 300 6131

Email: lord.lieutenant@centralbedfordshire.gov.uk

Cllr M North,

Biggleswade Town Mayor.

22 Mar 19

Cllr North,

Thank you for inviting and hosting me at your recent Civic Service. I thoroughly enjoyed the church service and the opportunity to meet your invited guests.

I also enjoyed listening to both the steel band and the school choir from Edward Peake School, and am grateful to Ms Kay Obit for hosting me.

Yours sincerely,

Ruth

MS RUTH M BELL MBE JP DL

OUTCOME OF CBC DETERMINED PLANNING

Item 11d - Council 09/04/2019
Items for Information
Planning Application Outcomes

2018						
ADDRESS	APPLICATION NO.	COMMITTEE DATE	BTC DECISION	DESCRIPTION	CBC OUTCOME/ DATE	"CALLED IN"
Baden Powell Way, Land to the East of	18/02458/OUT	14/08/2018	14/08/18 Objection raised 21/08/18 Reconsidered - No Objection. However, a number of concerns and points were raised and need to be taken into consideration. Concerns were raised that the design is currently too intrusive and that a flood risk assessment should be undertaken.	Hybrid application seeking: Full planning permission for 240 dwellings (Use Class C3), up to 300sqm of community building (Use Classes A1, A2, A3, B1 and D1), associated access and hard and soft infrastructure including site access, internal roads, car parking, footpaths, cycleways, drainage and utilities; and Outline planning permission with all matters reserved for subsequent approval for up to 1,260 dwellings (Use Class C3), up to 2ha of commercial development (Use Classes A1, A2, A3, A4, A5, B1 a, b, c, B2 ,B8), up to 2.5ha of primary school development (Use Class D1) and up to 4ha of other leisure and community development (Use Classes D1 and D2), up to 60ha of open space including play space, allotments and a country park, infrastructure including site access, internal roads, car parking, footpaths, cycleways, drainage and utilities and the demolition of existing buildings at the site. This hybrid planning application is for EIA development as defined by the Town and Country Planning (Environmental Impact Assessment) Regulations 2017 and is supported by an Environmental Statement.	Granted 06/02/2019	
Baden Powell Way, Land to the East of	18/02458/OUT	27/11/2018	No Objection	Outline planning permission for the demolition of existing buildings and development of up to 1,500 dwellings (Use Class C3), up to 2ha of commercial development (Use Classes A1, A2, A3, A4, A5, B1 a,b,c B2,B8), up to 5ha of primary school development (Use Class D1) and up to 4ha of other leisure and community development (Use Classes D1 and D2), up to 60ha of open space including, play space, allotments and a country park, infrastructure including site access, internal roads, car parking, footpaths, cycleways, drainage and utilities. This planning application is for EIA development as defined by the Town and Country Planning (Environmental Impact Assessment) Regulations 2017 and is supported by an Environmental Statement.	Granted 06/02/2019	
Bonds Lane & Foundry Lane, Land at	18/02353/FULL	10/07/2018	Objection - BTC would like to see the derelict site developed, however proposal does not take account of parking issues ie Biggleswade does not have adequate parking to accommodate any further similar developments. There are factual errors in the application; Rose Lane car park will not be unrestricted and no parking available in public car parks for residents of this development. No sufficient public transport, the development is too dense and design not in keeping. Also serious concerns over access and egress, in particular for emergency services. Development is Key 4 in Biggleswade Town Centre Strategy and Master Plan.	Demolition of existing vacant and derelict buildings and erection of 50 residential apartments with associated vehicular access, car and cycle parking,	Awaiting Decision	

CBC Update
as at 03/04/2019

ADDRESS	APPLICATION NO.	COMMITTEE DATE	BTC DECISION	DESCRIPTION	CBC OUTCOME/ DATE	"CALLED IN"
Courtlands Drive, 17	18/01085/FULL	24/04/2018	No Objection	Single Storey Front Extension.	Awaiting Decision	
Langford Road, Land West of Langford Road,	18/00791/FULL	13/03/2018	No Objection	Erection of new 4 bed dwelling.	Awaiting Decision	
Maple Close, 10	18/04626/FULL	22/01/2019	No Objection	Proposed single storey and first floor front and first floor side extensions.	Granted 06/03/2019	
Normandy Lane, Unit F2	18/04353/ADV	11/12/2018	Objection - Due to overbearing size of the signs.	Advertisement - Alternative Option with Digital Signage. Various Site Signage Including 5 No. Freestanding Signs, 2 No. Banner Units, 18 No. Dot Signs, 2 No. Play Land Signs And 1 No. Digital Tablet To Booth.	Granted 06/03/2019	
Pegasus Drive, Stratton Business Park, Biggleswade	18/02305/VOC	10/07/2018	No Objection	Variation of Condition 22 of planning permission CV/17/02166/OUT. Erection of up to 52,000 sqm of B2 and or B8 floor space with ancillary offices, together with associated car parking and landscaping.	Awaiting Decision	
St Andrews Street, Conservation Club	18/04583/FULL	22/01/2019	No Objection	Multiple Single storey rear extensions.	Granted 22/03/2019	
St Andrews Street, Conservation Club	18/04584/LB	22/01/2019	No Objection	Listed Building: Multiple storey rear extensions.	Granted 22/03/2019	
Ullswater Close, 2	18/04253/FULL	27/11/2018	No Objection	Single & two storey rear extension.	Awaiting Decision	

CBC Update
as at 03/04/2019

ADDRESS	APPLICATION NO.	COMMITTEE DATE	BTC DECISION	DESCRIPTION	CBC OUTCOME/ DATE	"CALLED IN"
2019						
Beech Avenue, 43	19/00263/FULL	26/02/2019	No Objection	Single storey rear extension.	Granted 08/03/2019	
Coopers Close, 6	19/00477/FULL	12/03/2019	No Objection	Proposed loft conversion and sing-storey front and side extensions.	Consultation Period	
Drove Road, 10	19/00055/FULL	12/02/2019	No Objection	Construction of ground floor extension to the side and rear of the property.	Granted 15/03/2019	
Drove Road, 3	19/00208/FULL	12/03/2019	No Objection	Proposed part double and part single storey rear extension.	Awaiting Decision	
Eagle Farm Road, 6	19/00089/FULL	12/02/2019	No Objection	Demolish existing single-storey front extension, removal of existing bay window at the front, construction of a second storey on top of the existing garage with part two-storey rear extension extending out 5m from the rear wall.	Awaiting Decision	
High Street, 70	19/00541/ADV	26/03/2019	No Objection	Advertisement: Illuminated fascia sign.	Consultation Period	
Langford Road, Land at Cow Close	19/00590/FULL	26/03/2019	No Objection	Construction of external covered picking line.	Consultation Period	
Laurel View, 4	19/00532/FULL	28/03/2019	Objection - on the grounds that the proposed conversion is not in keeping with the current roofline and would destroy the current street scene.	Loft conversion with rear dormer and front roof lights.	Consultation Period	
Maple Close, 10	19/00240/FULL	12/03/2019	Objection - on the grounds that this is a quiet, residential close, and is not a suitable location for commercial use. Also, on the grounds of highways access, parking and traffic issues.	Renewal of change of use of garage to dog grooming business.	Consultation Period	
Montgomery Way, Site of Unit N	19/00496/FULL	26/03/2019	No Objection	Erection of a fence around part of the site perimeter.	Consultation Period	
Normandy Lane, Unit F 1	19/00330/FULL	26/02/2019	No Objection	The installation of 2 no. digital Customer Order Displays (COD) with associated overhead Canopies, an amended Play Frame specification and a new Goal Post height restrictor.	Awaiting Decision	
Land at the Saxon Centre, Kingsfield Road	19/00629/VOC	26/03/2019	Objection - as the proposal is out of character for the area	Variation of Condition No 10 on Application CB/17/00573/FULL dated 05/09/2017: Approve the Minor amendment plans showing the revised balconies.	Consultation Period	
Stratton Business Park, Pegasus Drive, Land East of (Phase 6)	19/00066/RM	22/01/2019	No Objection	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.	Granted 28/03/2019	
Shortmead Street, 106	19/00561/FULL	26/03/2019	No Objection	Removal of existing conservatory, erection of single storey rear extension.	Consultation Period	
Sun Street, 42	19/00396/FULL	12/03/2019	No Objection	Rear single storey extension following demolition of existing rear single storey building.	Awaiting Decision	
Thames Bank, 10	19/00294/FULL	12/03/2019	No Objection	Proposed new conservatory & garage conversion.	Consultation Period	
Windermere Drive, 7	19/00086/FULL	12/02/2019	No Objection	Single storey rear extension and first floor side/rear extension.	Awaiting Decision	

CBC Update
as at 03/04/2019

Dear Rob

Further to Cllr Nigel Young's letter to you dated the 5th February 2019, thank you for confirming that Biggleswade Town Council would like to work with Central Bedfordshire Council on further exploring this opportunity.

Since our letter further guidance has been provided. The positive news is that the number of EOI's that could be submitted for each Lead Local Authority area is now based on the total population for the area. So for Central Bedfordshire this means that if suitable projects are identified, we could now be able to submit up to two EOI's if suitable interventions can be identified.

The supplementary guidance can be found

here: <https://www.gov.uk/government/publications/future-high-streets-fund-call-for-proposals>

Next steps:

Given that the proposals have to be evidence based, it is clear that we will need to have in place a set of benchmarking for all towns that is done in a consistent way and reflects a similar time period. This will allow us to begin to collectively identify the key issues or challenges for each town and start to have the evidence necessary to support this and any emerging project proposals that could form the basis of an EOI.

We will shortly be commissioning this work. Attached is a summary of the range of areas that can be covered and we will be looking to discuss the scope of this in detail with you. This also presents us with the opportunity to explore other aspects not listed on the attachment, but could still be relevant evidence to inform and shape the aspects we decide to focus on as part of this process.

I've asked Sam Caldbeck to contact you to arrange to meet to discuss the benchmarking and to also get your initial thoughts on other aspects important to this process, such as other key stakeholders, previous work, challenges, and potential opportunities to explore etc.

It is important to stress that we will only look to put forward the potential projects that will have best chance of being successful. This will inevitably mean that not all towns will see their High Streets as the focus for the EOI's submitted.

I am however committed to ensuring that all the work that we do and the process that we jointly go through in identifying evidenced challenges and projects is as useful as possible for all who have expressed an interest in working with us as well as for ourselves.

This will mean that the benchmarking and subsequent other work will be done in a way that provides your Council with valuable intelligence about the health of your High Street, using this for us to collectively flag key areas that possible future projects or initiatives could be based around, regardless of how they are funded.

Kind regards

Stephen

Stephen Mooring

Head of Place Delivery

Regeneration and Business Directorate