

22 January 2014

Dear Sir/Madam

I hereby give notice that a Meeting of **Biggleswade Town Council including Precept** will take place on **Tuesday 28 January 2014**, at the offices of **Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade** commencing at 7.00pm in order to transact the undermentioned items of business.

Yours faithfully



R.D.McGregor
Town Clerk

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

AGENDA

1. APOLOGIES

2. DECLARATION OF INTERESTS

To receive Statutory Declarations of Interests from Members in relation to:

- (a)** Disclosable Pecuniary Interests in any agenda item
- (b)** Non-pecuniary interests in any agenda item

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

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

3. TOWN MAYOR'S ANNOUNCEMENTS

4. MEMBERS QUESTIONS

5. PUBLIC OPEN SESSION

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

6. BEDFORDSHIRE CONSTABULARY

For members to receive crime figures from Bedfordshire Police.

7 **INVITED SPEAKER**

Mary Davidson – WYG Planning & Design re amendments to London Road Retail Park planning application.

8. **MINUTES AND RECOMMENDATIONS OF MEETINGS**

- a. For members to receive and approve the Minutes of the Council meeting held on 14 January 2014 at the Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade.
- b. For members to **approve the recommendations** of the Finance and General Purposes meeting held on 21 January 2014 at the Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade.

Items as listed on the F&GP agenda:

6) **ITEMS FOR CONSIDERATION**

a) **Budgets**

Members considered budgets for 2013/2014.

Members were informed that the budgets had been looked at again in detail during the 21st January 2014 and that the proposed increase in the budgets was 8.93%.

Cllr Mrs M Russell proposed that the increase was a good way forward considering the 10.2% loss on the figures due to the loss of the grant from Central Bedfordshire Council.

Cllr Mrs H Ramsay asked if there was provision in the budget to cover projects that had to be completed in 2014/ 2015.

Cllr M North said that we have done well to keep the increase at 8.93% and proposed that the budgets are recommended to Town Council.

Cllr M North thanked the Clerk and staff for keeping a tight rein on the Town Council's finances.

It was **RECOMMENDED** that Town Council accept an increase of 8.93% to the Town Council budgets for 2014/2015 the equivalent of an 18.43 pence week rise per Band D Equivalent.

b) **Local Government Pension Scheme: Ill-health early retirement risks**

Correspondence has been received from Bedford Borough Council regarding the above.

Town Council is a participating employer within the Bedfordshire Pension Fund and as such is required to meet any obligations to the Fund in respect of pension costs for employees.

Many employers are becoming increasingly aware of the risks of participating within the Local Government Pension Scheme. One such risk causing concern is the cost associated with the ill-health early retirement of one (or more) of employees.

Bedford Pension Fund has obtained an ill-health insurance quote on behalf of the Fund's employers.

Bedford Pension Fund has obtained an ill-health insurance quote on behalf of the Fund's employers.

The premium paid will be off-set against contributions to the Fund. Therefore, there will be no increase in the contributions normally paid to the Fund for employers who decide to purchase the insurance. The premium payable to legal and general would be **£0.80 per £100 of Town Councils employee's salary roll.**

The above rate is based on a take-up rate via the individual employer choice route.

Members are asked to consider whether Town Council should proceed with purchasing ill-health insurance.

A copy of all correspondence is attached to this agenda.

Cllr M North felt that it was not clear if Town Council had to purchase the insurance.

Cllr Mrs M Russell felt that it was a lot of insurance, just under £2,500 per annum and that it was unlikely that staff would retire due to ill health; we should not proceed.

D Kemp (DCK) suggested that Town Council could bring the £2,500 into the year -end Accounts as an earmarked reserve and self-fund the likelihood of a member of staff retiring early due to ill health.

Cllr Mrs M Russell asked if the money could be taken out of the reserve at some point in the future when it accumulates.

Cllr Mrs H Ramsay proposed that Council self-insure and set the sum of money aside each year as an earmarked reserve.

It was **RECOMMENDED** that Town Council set aside a sum of money each year as an earmarked reserve, to cover the likelihood of a member of staff retiring early due to ill health.

9. MATTERS ARISING

- a. Minutes of the Council meeting held on 14 January 2014.

10. PLANNING APPLICATIONS

a. CB/13/04399/VOC – London Road Retail Park

Variation of Condition: to condition 26 (approved plans) of planning permission CB/13/00949/VOC the amendments involve the rearrangement of the end main terrace facing London Road to create five units, and the reinstatement of Unit E which is shunted forwards of Unit F,G and H to help break up the facade. These changes will result in the following amendments to the layout of the scheme and elevations on the terrace. 1. Additional entrances created by the formation of two new units. 2. Rear elevation amended to reflect the amended service area, resulting in an overall visual improvement on the permitted scheme. 3. Unit E is moved forwards, resulting in the loss of some car parking spaces. 4. The scheme will revert back to the existing scheme layout for Homebase. This means that the servicing will remain as it is and the car parking numbers will be reduced in front of their unit to reflect the current position. 5. The result of the above is that the car park numbers reduce to 795 from 825 spaces.

b. CB/13/04420/FULL – 49 Lawrence Road

Single storey rear extension.

c. CB/13/04419/FULL – The White House, School Lane, Southill, Biggleswade, SG18 9JA

Single storey rear extension

d. CB/14/00138/FULL – 19 Courtlands Drive, Biggleswade

Single storey front extension and detached single garage

11. ACCOUNTS

a. Financial Administration

For members to receive and adopt the following accounts:

- i. Detailed Balance Sheet to 30 November 2013.
- ii. Summary of Income & Expenditure.
- iii. Current Bank Account, receipts and payments to 30 November 2013.

b. Financial Administration

For members to receive and adopt the following accounts:

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

12. ITEMS FOR CONSIDERATION

a. Request from the Royal National Lifeboat Institute

Correspondence has been received from the RNLI requesting a donation of £20 to support their Special Appeal.

The RNLI is a charity funded almost entirely by donations, and they rely on donations to help fund their vital service in local communities.

Members are asked to consider this request.

b. Precept figure for 2014/15

For Members to agree the Precept figure of £667502 for 2014/15.

A copy of the Budget Summary is attached to this agenda.

13. ITEMS FOR INFORMATION

a. Planning application outcomes

A report detailing the outcome of recent planning applications is attached to this agenda.

b. Members' Customer Service Bulletin for period 16/12/13 to 12/01/2014

A copy of the above report is available in the Town Council offices for Members to view.

c. Proposed Parking Strategy adopted 14 January 2014

The above document was adopted at Council meeting on 14 January 2014 subject to the following changes:

- Identifying Disabled Parking bays
- The need for restrictions in residential areas in the Town

A copy of the amended document is enclosed with this agenda.

14. PUBLIC OPEN SESSION

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

15. 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.

There are no Exempt items.

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