



Ref: Agenda/Council-09/06/2020

4th June 2020

Dear Sir/Madam

All Members of the Town Council are hereby summoned to the **Council Meeting of Biggleswade Town Council** that will take place on **Tuesday 9th June 2020 via Virtual access, Biggleswade** commencing at **7.00 p.m.** in order to transact the under mentioned items of business.

Yours faithfully

A handwritten signature in black ink, appearing to read 'Philip Trupp', written over a horizontal line.

Philip Trupp
Acting Clerk

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

Bedfordshire Constabulary
County Library, Biggleswade

AGENDA

1. **APOLOGIES FOR ABSENCE**
2. **DECLARATIONS OF INTEREST**
To receive Statutory Declarations of Interests from Members in relation to:
 - (a) Disclosable Pecuniary interests in any agenda item.
 - (b) Non-Pecuniary interests in any agenda item.
3. **TOWN MAYOR'S ANNOUNCEMENTS**
4. **PUBLIC OPEN SESSION**

To adjourn for a period of up to 15 minutes to allow members of the public to put questions or to address the Council, through the Chairman, pertaining to matters listed on the Agenda.

Please register in advance for this webinar:

https://zoom.us/webinar/register/WN_N9sILQiTswS5Y3k-6lpi9A

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**

Hallam Land to present its proposals to the Town Council on a housing development, Land North of Biggleswade.

For information, a Redline Boundary Plan is attached to this agenda. The Development Brief can be accessed at <http://www.hallamland-biggleswade.co.uk/>

6. **MEMBERS QUESTIONS**

7. **MINUTES AND RECOMMENDATIONS OF MEETINGS**

- a. For Members to receive the minutes of the Annual Statutory Meeting held on **Tuesday 26th May 2020** at the Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade.

8. **MATTERS ARISING**

- a. Minutes of the Annual Statutory Meeting held on Tuesday 26th May 2020.

9. **PLANNING APPLICATIONS**

You can view details of applications and related documentation such as application forms, site plans, drawings, decision notices and other supporting documents for planning applications. Click on the hyperlink on the heading of each planning application listed below.

- a. **CB/20/01657/LB - 4 London Road, Biggleswade, SG18 8EB**

Listed Building Change of use only - from A1 Retail (Beautician) to revert to C3 residential. No development, construction or alteration required, no materials to be used.

- b. **CB/20/01658/FULL 21 Durham Close, Biggleswade, SG18 8HZ**

Single storey side extension.

10. **ITEMS FOR CONSIDERATION**

- a. **Bedfordshire Lieutenancy - Biggleswade Town**

One of the initiatives the Lord Lieutenant will be introducing is recognising unsung heroes across Bedfordshire that have gone the extra mile in supporting their neighbourhoods/communities during the COVID-19 pandemic. The Town Council is requested to consider nominating any such individuals within Biggleswade. (Attached).

- b. **Public Notice – A00034 Orchard Close, Grosvenor Gardens and Hitchmead Road, Biggleswade**

Central Bedfordshire Council have published notices and are consulting on a proposed traffic scheme at the following location. Reason for proposal: The waiting restrictions are intended to address indiscriminate parking and to ensure that junctions are not obstructed by parked vehicles. Please find attached documents providing more information. Any comments should be submitted in writing as explained in the public notice.

Unique Ref No – A00034 Orchard Close, Biggleswade. Closing date for comment is **18 June 2020**.

11. **ACCOUNTS**

a. **Financial Administration**

For Members to receive and adopt the following accounts:

- i. Detailed Balance Sheet to 30/04/2020
- ii. Income and Expenditure by budget heading 30/04/2020
- iii. NatWest Payment Listing to 30/04/2020
- iv. Lloyds Bank Payment listing 30/04/2020

12. **Planning Application Outcomes**

Attached report of the Planning Application Outcomes as at 3rd June 2020.

13. **Items for Information**

a. **Grants 2020-2021**

An email has been received from Citizens Advice Mid Bedfordshire and they would like to convey thanks to Biggleswade Town Council for the grant which they have received.

b. **CB/TCA/20/00242 - 40 Shortmead Street, Biggleswade, SG18 0AP**

Works to trees within a Conservation Area: T1: Tree of Heaven to be felled due to root damage. T2: European Larch tree crown reduction of the Larch including reshaping and reduction of the overall size of the tree. Tree 3: Sycamore Maple tree to be felled due to excessive growth. (attached)

c. **Street Naming and Numbering - 115 London Road, Biggleswade, SG18 8EX**

70 Bedroom residential care home on site of former care sales building. The Building will retain the address of 115 London Road, but with the addition of the name **Mantles Court**. It is not a requirement to consult with the Town Council with regards to building names. The Town Council is being advised out of courtesy.

d. **Market Defibrillator**

The Interim Town Clerk will revert to Council with a verbal update.

e. **Restoring the full Market**

To brief members on readiness for general market stalls to return to the market following the changes to the lockdown.

14. 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.

https://zoom.us/webinar/register/WN_N9sILQiTSwS5Y3k-6lpi9A

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**.

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.

16a. Appointment of New Town Clerk

16b. Other staffing matters: Interim Clerk to give a verbal report

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



THE SITE

DEVELOPMENT BLOOR HOMES/
BELLWAY FOR 227 NEW HOMES -
CURRENTLY UNDER CONSTRUCTION

FURZENHALL ROAD

POTTON ROAD

Site Location Plan





MINUTES OF THE BIGGLESWADE TOWN COUNCIL
ANNUAL STATUTORY MEETING
HELD ON TUESDAY 26 MAY 2020
AT 7PM VIA ZOOM WEBINAR FUNCTION

PRESENT:

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

Mr P Truppin – Acting Town Clerk, Biggleswade Town Council
Mrs S van der Merwe – Meeting Administrator, Biggleswade Town Council

Members of Public – 6

Meeting Formalities:

Following a reminder to meeting attendees, both panel and public, that this is a formal meeting, the Mayor advised that members of the public will be given an opportunity to speak during public open session but not at other times. The meeting is being filmed and by being present attendees are deemed to have agreed to be filmed and to the use of those images and sound recordings. The Mayor advised that attendees should not disclose any personal information of individuals as this would infringe the Data Protection Rights of the individual. The Mayor reminded all that when not speaking, please mute microphone and it would be impossible to hear if multiple attendees speak at the same time, the recommendation was for speaking one at a time. There is an IT Administrator who is able to mute or remove anyone who causes a nuisance. As this is a new way of working, the Mayor appealed for patience from all involved.

It was **RESOLVED** that Standing Order No. 9 was suspended since signed ballots are not possible given the virtual environment of this meeting.

1. ELECTION OF TOWN MAYOR FOR THE YEAR 2020/2021

It was **RESOLVED** that Cllr Madeline Russell be elected to the office of Town Mayor for Biggleswade, for the year 2020/2021.

2. **DECLARATION OF ACCEPTANCE OF OFFICE**

The Town Mayor, Cllr Madeline Russell signed the Declaration of Acceptance of Office.

3. **ELECTION OF DEPUTY TOWN MAYOR**

It was **RESOLVED** that Cllr Grant Fage be elected to the office of Deputy Town Mayor for Biggleswade, for the year 2020/2021.

4. **DECLARATION OF ACCEPTANCE OF OFFICE**

The Deputy Town Mayor, Cllr Grant Fage signed the Declaration of Acceptance of Office.

5. **MEMBERSHIP OF STANDING COMMITTEES**

- a. It was **RESOLVED** that the membership of Standing Committees and the appointment of Chairs and Vice Chairs is adopted as follows:

i. **Finance & General Purpose (F&GP):**

Cllr H Ramsay (Chair), Cllr R Pullinger (Vice Chair), Cllr D Albone, Cllr I Bond, Cllr G Fage, Cllr M Knight, Cllr M North, Cllr M Russell

ii. **Public Lands and Open Spaces (PLOS):**

Cllr F Foster (Chair), Cllr L Fage (Vice Chair), Cllr I Brown, Cllr G Fage, Cllr M Foster, Cllr M Knight, Cllr M North, Cllr M Russell, Cllr D Strachan, Cllr C Thomas.

iii. **Town Centre Management (TCM):**

Cllr G Fage (Chair), Cllr M Knight (Vice Chair), Cllr D Albone, Cllr I Bond, Cllr M North, Cllr R Pullinger, Cllr M Russell, Cllr D Strachan, Cllr C Thomas, Cllr J Woodhead.

iv. **Personnel:**

Cllr J Woodhead (Chair), Cllr C Thomas (Vice Chair), Cllr M Foster, Cllr F Foster, Cllr M Knight, Cllr M North, Cllr R Pullinger, Cllr H Ramsay, Cllr M Russell, Cllr D Strachan.

v. **Appeals:**

Cllr K Brown (Chair), Cllr I Bond (Vice Chair), Cllr D Albone, Cllr G Fage, Cllr L Fage.

6. **BIGGLESWADE JOINT COMMITTEE**

Under the new constitution for the Biggleswade Joint Committee, members will be elected annually to sit on this Committee.

It was **RESOLVED** that membership of the Biggleswade Joint Committee for 2020/2021 is adopted as follows:

4 Members: Cllr M Russell, Cllr M North, Cllr M Knight, Cllr H Ramsay
2 substitutes: Cllr R Pullinger, Cllr D Albone.

7. **APPOINTMENT OF REPRESENTATIVES**

a. It was **RESOLVED** that the following Members be appointed to outside bodies for 2020/2021:

i. **Bedfordshire Association of Town & Parish Councils:**

3 Members for voting at the AGM: Cllr M Knight, Cllr C Thomas, Cllr J Woodhead.

ii. **Biggleswade Twinning Committee:**

1 Member: Cllr J Woodhead.
1 Substitute: Cllr D Albone.

iii. **Fen Reeves Meetings:**

1 Member as proxy voter: Cllr I Bond.
1 Substitute: Cllr M North.

iv. **Biggleswade Green Wheel Development Group:**

2 Members: Cllr I Bond, Cllr Pullinger.
1 Substitute: Cllr M Foster.

v. **Police Liaison Officer:**

1 Member: Cllr D Strachan.
1 Substitute: Cllr L Fage.

vi. **Sir John Cotton Educational Foundation:**

It was **RESOLVED** to defer appointing a representative subject to Cllr M Russell liaising with other Trustees as to how many members should be on the Trust.

vii. **Wind Farm Grant Panel:**

2 Members: Cllr M North, Cllr H Ramsay.

8. **APOLOGIES FOR ABSENCE**

There were none.

9. **DECLARATIONS OF INTEREST**

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

- a. **Disclosable Pecuniary interests in any agenda item.**

None

- b. **Non-Pecuniary interests in any agenda item.**

None

10. TOWN MAYOR'S ANNOUNCEMENTS

None

11. 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.

None

12. INVITED SPEAKER

None

13. MINUTES AND RECOMMENDATIONS OF MEETINGS

- a. For members to receive the minutes of the Annual Statutory Meeting held on 14th May 2019 at the Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade.

The following amendments were agreed:

- i. **Item A14/0505.1:** Cllr G Fage should be added to the F&GP Committee.
- ii. **Item A14/0505.2:** Cllrs K Brown, M Foster and M Knight should be added to the PLOS Committee.
- iii. **Item A14/0505.3:** Cllrs D Albone and M Knight should be added to the TCM Committee.
- iv. **Item A14/0505.5:** Cllrs M Knight and D. Strachan should be added to the Appeals Committee.
- v. **Item A14/0505.6:** The Chair for the F&GP Committee should be recorded as Cllr H Ramsay.

- vi. **Item A14/0505.7:** The Vice Chair for the F&GP Committee should be Cllr D Albone; for the PLOS Committee should be Cllr L Fage and for Personnel should be Cllr C Thomas.

Subject to these amendments, the Minutes were **APPROVED** as a true and accurate record.

It was **RESOLVED** that in future minutes of the Annual Statutory Meeting will be approved by the Town Council at the next scheduled Council Meeting.

- b. For Members to receive the minutes of the Council Meeting held on **Tuesday 12th May 2020** via Zoom online webinar.

The following amendments were proposed:

- i. Cllr M Knight requested that page numbers should be inserted across the whole document.
- ii. **Item A12/0504:** Cllr M Russell advised “Mr Kernon” should be amended to “Kernan”.
- iii. **Item A12/0510.1:** Cllr F Foster requested clarification of the date of 9 June 2020 as the date when the investment of funds would be considered. The accuracy of the minute was confirmed by Cllr H Ramsay. However, Cllr M Russell noted that the item had been brought forward to the current meeting.
- iv. **Item A12.0505.2:** Cllr M Foster requested correction of a typographical error in “Northhill”.

Subject to these amendments, the minutes were approved as a true and accurate record.

14. MATTERS ARISING

- a. From the Minutes of the Town Council Meeting held on **12 May 2020** via Zoom Webinar:
 - i. **Item A12/0505.1:** Cllr M Knight requested an update on the defibrillator at Century House and asked if CCTV had been viewed. The Acting Town Clerk is unaware of any CCTV and has therefore not viewed this. Given that recordings are only kept for a short while it is likely the incident is no longer on file. There is no indication of what has happened to the defibrillator. The Acting Town Clerk asked if Members would be happy to proceed with purchasing another defibrillator at a cost of approximately £950, which could be ordered within the next 24 to 48 hours. Cllr M North asked if the replacement cost could be covered by insurance, the Acting Town Clerk confirmed this would be verified, although an excess would apply and there may be an adverse effect on the future premium. Cllr Russell asked for an update at the next meeting. Cllr M North advised that the Century House defibrillator was donated to the Town Council by the Carnival Committee.

It was **RESOLVED** to defer this item to the next meeting on 9 June 2020 pending verification of whether an insurance claim can be made and review

of any CCTV footage available. Council will then make a decision on replacement.

- ii. **Item A12/0505.3:** Cllr J Woodhead asked if there were any further updates relating to the stabbing incident on Eagle Farm Rd. Cllr D Strachan stated that the recent letter from the Police & Crime Commissioner said that the matter was being investigated, and he was aware of arrests which were reported in The Biggleswade Chronicle. Given these updates that many Councillors would be aware of, he thought it prudent not to waste any further Police time.
- iii. **Item A12/0505.2:** Cllr G Fage asked if there had been any further progress relating to the work needed at the north entrance into Biggleswade. The Acting Town Clerk has asked the Works Manager to provide a programme of works and that will be on the list.
- iv. **Item A12.0508.5:** Planning Applications: Cllr M Russell advised that she, Cllr Bond and Cllr S Watkins (CBC Ward Councillor) have been privy to various letters sent from Wharf Mews residents to the Planning Officers at Central Beds. giving strong arguments against what has been built.
- v. **Item A12/0509.2:** Cllr M Russell asked to put on record that the Chairman of the Biggleswade Rail Users Group had contacted her to say that they are now fully in favour of Option 4. Cllr K Brown wanted to add as a matter of record that recognition should be given to our former MP, Alistair Burt, and Julian Vaughan, Chairman of BRUG, for their work on this matter.

15. **PLANNING APPLICATIONS**

a. **CB/20/01520/FULL - Phase 6B Stratton Business Park, East of Pegasus Drive, Biggleswade**

The erection of 4 no. B8 use distribution units, together with associated energy centre, balancing pond, landscaping and all other ancillary works.

It was **RESOLVED** that the Town Council has **NO OBJECTION** to this planning application:

- 1) 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.
- 2) Council would like CBC to show transparency of where S106 monies are allocated.
- 3) That consideration is given to the bridleway or its possible re-routing as well as pedestrian and cycle access.

b. **CB/20/01500/DOC – Land off Saxon Drive, Biggleswade, Beds, SG18 8SU**

Discharge of Conditions 2, 4 and 5 from planning permission CB/19/02032/RM (Reserved Matters following outline application CB/17/01277/OUT erection of 200

residential dwellings with associated access, landscaping, open space and ancillary works.

It was **RESOLVED** that the Town Council **STRONGLY OBJECTS** to this Planning application and does not want to see the discharge of conditions 2, 4 and 5 from the application.

c. **CB/20/01488/REG3 – Edward Peake School, Potton Road, Biggleswade, SG18 0EJ**

Installation of a temporary two classroom unit with WCs on existing school playground.

It was **RESOLVED** that the Town Council has **NO OBJECTION** to this planning application provided that permission is for no longer than five years.

16. **ACCOUNTS**

a. **Financial Administration**

Members **ADOPTED** the following accounts:

- i. Detailed Balance Sheet to 31/03/2020.
- ii. Income and Expenditure by budget heading 31/03/2020.
- iii. NatWest Payment Listing to 31/03/2020.
- iv. Lloyds Bank Payment listing to 31/03/2020.

17. **ITEMS FOR CONSIDERATION**

a. **Eagle Farm Design Consultation: Project number 60585975**

CBC Design Consultation relating to traffic control measures outside the school, including designated parking zones, parking restrictions and access route control.

The Council discussed the current plans and the consensus was that the severe reduction in parking will impact unnecessarily on residents. Clarification of the number of proposed spaces compared to the current spaces should be requested. It was suggested that, rather than all double yellow lines, restrictions should only apply on weekdays until 6pm and not at weekends. Another suggestion would be restricted parking on alternate sides of the road, morning and afternoon. Councillors also discussed the difficult junction with Drove Road and London Road and requested that the design of the Eagle Farm Road scheme should take into consideration possible improvements to that junction.

It was **RESOLVED** to write to Cllr Ian Dalgarno to ask if there are any plans to improve the Eagle Farm Road/Drove Road/ London Road junction.

It was **RESOLVED** to write to CBC 1) proposing the other parking solutions discussed (restrictions only applying during weekdays until 6pm or timed restrictions on alternate sides of the road and 2) requesting clarification of the current and future numbers of parking spaces in the currently proposed scheme.

c. **Council Meeting Schedule**

Councillors were reminded that the full schedule of Council and Committee meetings have been reduced due to the Coronavirus situation, with full Council meeting twice monthly on a virtual platform and Committee meetings suspended. Business that would have been dealt with at Committee meeting is being placed on full Council agendas. Members were requested to consider whether the public schedule of Committee meetings should resume.

Cllr G Fage suggested that the Committees could be more effective and that the new election year is a unique opportunity to re-think the way the Council Committees operate. Cllr G Fage proposed that Councillors re-set each Committee's priorities, with an informal meeting of the members of each Committee to start the process

Cllr M Russell reminded Members that BTC's meeting schedule is unusual in that there are many more formal meetings than other Parish or Town Councils. The Acting Town Clerk's advice is that the normal schedule is operationally impossible under the present circumstances of the pandemic. One of the more immediate tasks should be to review the whole budget and expenditure due to the impact on the budget by Covid-19 – the precept cannot be altered and expenditure needs to be reviewed. It may be that projects BTC would want to undertake may have to be delayed due to the financial situation. Work will have to be prioritised bearing in mind staff and financial capacity. Cllr M Russell voiced her support for informal meetings being conducted as a starting point.

Cllr M Knight commented that, given the number of personnel issues, restricting the number of Personnel Committee meetings could have a detrimental effect on progressing those issues and so the Personnel Committee should be less restricted.

The Acting Town Clerk clarified that a number of office and public realm staff are still self-isolating due to medical and family vulnerability limitations. Constant review of the legal changes from Central Government, NALC and PGC is necessary, as are risk-assessments relating to return to work under the current circumstances. Getting agendas out on time has always been held as sacred but the Acting Town added it would be impossible to get everything done timeously on a full Committee schedule. The Acting Town Clerk supported the proposal to move to informal Committees and Members were invited to identify urgent versus long-term priorities that the support staff could help to resolve or move forward.

It was **RESOLVED** that 1) each Committee should meet informally to consider its priorities and to bring any urgent matters to the attention of the next Council Meeting 2) the first Committee to meet should be Personnel and 3) all meetings should be held through the Town Council's Zoom account (4) the situation should be reviewed in July.

d. **Council Investments**

Councillors considered the available fund balances and potential investments for the Town Council.

Members were advised that the Council resolved to invest in the CCLA Deposit Fund at its meeting on 28th January 2020 in accordance with the agreed Investment Policy.

The Acting Town Clerk advised that the Town Council's decision to close its Natwest Account has now been processed but the closing balances are yet to be transferred to the Lloyds account. The balance on the main account at Lloyds is over £700k and on average, between £70k to £100k is spent each month. The Acting Town Clerk believes it is sensible to have working capital of about 3 months' expenditure. The Acting Town Clerk clarified that the CCLA is an instant withdrawal account and that CCLA interest rates are better than high street banks.

Cllr H Ramsay wanted to put on record that she firmly believes the investment monies should be deposited with CCLA rather than left in the Lloyds account due to the current circumstances.

It was **RESOLVED** for the Acting Town Clerk to 1) to keep working capital of £300,000 and 2) that the Acting Town Clerk work with Derek Kemp to invest the balance of monies and 3) that any other financial issues be brought to the attention of the Council at the next Council Meeting on 9 June 2020.

b. **Market future**

To receive an update from the Acting Town Clerk following contact with NABMA to clarify what exactly they want the Town Council to say in respect of lobbying our MP to support their cause.

Councillors were informed that the Town Centre Operations Manager was already working to get the Saturday market fully operational again and government guidance is continually being issued as regulations change. A new layout and full risk assessment of the market is being prepared and consideration is being given to the interface with the retail outlets around the market. Work will then follow on for the other markets. The Acting Town Clerk gave thanks to the market traders who traded during the COVID-19 period with vital food goods and produce for the public.

Cllr M Russell mentioned consideration of market stall fees for the balance of the year and this will be added to the F&GP list of actions to review.

It was **RESOLVED** not to write to the MP as requested by NABMA but that TCM should consider the Council's position on the wider strategic issues raised in NABMA's correspondence.

18. **ITEMS FOR INFORMATION**

None

19. **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.

a. Cllr H Whitaker (CBC Ward Councillor) suggested that the Town Council apply to CBC Ward Councillors for a match fund grant to help with costs for the defibrillator.

b. **Before moving to next business, Cllr M Russell made a personal statement:**

The statement refuted the accusation of slander brought by Cllr H Whitaker at the previous meeting of Council, referring to comments made by Cllr M Russell at Council on 10th March. Cllr H Whitaker had asked for a retraction and public apology 'by the next Council meeting'. There was no disagreement on what had been said and Cllr M Russell noted that she had used the word 'apparently' and explained why certain things had been apparent. There would therefore be no retraction or apology.

20. 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.

- (21a. Exempt Minutes of the Council Meeting 12/05/2020)**
- (21b. Staffing update)**

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

DRAFT



In confidence

Guidance for Lieutenancies in making honours nominations

Following consultation with the Association of Lord-Lieutenants, the Secretariat has considered whether there ought to be a role for Lord-Lieutenants in making nominations directly, recognising the need to carefully balance the existing important validation function, with the desire of many to play a more active role in generating nominations in their local areas, and to support work in improving regional balance across honours lists.

It is open to Lord-Lieutenants to make nominations of individuals whose work or contribution is known to them in their official capacity, should they so wish. The departmental citation form has been provided for this purpose.

Nominees should be outstanding individuals with whose service the Lord-Lieutenant or DL is personally familiar and about whom the Lord-Lieutenant should be confident that they are suitable to receive an award.

In submitting a nomination to the Secretariat, the Lord-Lieutenant will be simultaneously completing the validation function. In practice, this means that a nomination put forward by a Lord-Lieutenant must be validated by a Deputy Lieutenant before submission, and vice versa. Whilst this necessitates additional involvement from within the lieutenancy, this approach will ensure consistency and will safeguard against any accusations of unfairness in the system.

All such nominations should be submitted to the Secretariat. Many of these cases are likely to be run centrally by the Secretariat, but others will be taken forward by departments where there is a clear sectoral interest. Cases will be assessed in the normal way and against the range of other cases brought forward either by departments or members of the public. As with all nominations, there is no guarantee of success.

Nominations can be submitted at any time. Nominations via this route are made in a Lord-Lieutenant's official capacity, and as a trusted stakeholder. Lord-Lieutenants will be asked to make a declaration to that effect when submitting the form. It is open to Lord-Lieutenants to make nominations in a personal capacity, which should be submitted using the form available to the general public on gov.uk.

The form should be completed to the best of the nominator's ability, including personal information about the nominee's name and address.

However, the Lieutenancy is not expected to complete the boxes in section 3 which relate to the specific honours round, the sponsoring department or the recommendation of the Lord-Lieutenant. These boxes should be left blank.

When submitting the form to the Secretariat, the Lieutenancy should confirm that:

1. Separate validation scrutiny has been carried out by someone other than the nominator; and
2. The Lord-Lieutenant (if not already involved) is content that the nomination is appropriate and accurate to the best of her/his knowledge.

Forms should be emailed to the Nominations Team at honours@cabinetoffice.gov.uk.

This process is new and feedback is welcome. If successful and well-used, the Secretariat will seek to develop the process and guidance to better support lieutenancies in making nominations. For example, it may be that a bespoke form would be helpful. Feedback is therefore very welcome.

Honours and Appointments Secretariat
May 2020



Cabinet Office

Honours Citation Form

1. ABOUT THE NOMINEE

Personal details

Last name	Click to enter text	First name(s)	Click to enter text
Title	Click to enter text	Post-nominal letters	Click to enter text
Known as (if different from above)	Click to enter text		
Date of birth	[DD/MM/YYYY]	<input type="checkbox"/> Age not known	
Nationality(s)	Click to enter text	Foreign national	<input type="checkbox"/> Yes <input type="checkbox"/> No

Home address and contact details

Address	Click to enter text		
Town or city	Click to enter text		
County	Click to enter text	Postcode	Click to enter text
Country	Click to enter text		
Phone	Click to enter text	Email	Click to enter text

Diversity monitoring

Gender	<input type="checkbox"/> Female <input type="checkbox"/> Male <input type="checkbox"/> Other	Disability	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Prefer not to say <input type="checkbox"/> Not known
Ethnicity	<p>Asian/Asian British</p> <input type="checkbox"/> Indian <input type="checkbox"/> Pakistani <input type="checkbox"/> Bangladeshi <input type="checkbox"/> Chinese <input type="checkbox"/> Any other Asian background		
	<p>Black/African/Caribbean/Black British</p> <input type="checkbox"/> African <input type="checkbox"/> Caribbean <input type="checkbox"/> Any other Black/African/Caribbean background		
	<p>Mixed/Multiple ethnic groups</p> <input type="checkbox"/> White and Black Caribbean <input type="checkbox"/> White and Black African <input type="checkbox"/> White and Asian <input type="checkbox"/> Any other mixed/multiple ethnic background		
	<p>White</p> <input type="checkbox"/> English/Welsh/Scottish/Northern Irish/British <input type="checkbox"/> Irish <input type="checkbox"/> Gypsy or Irish Traveller <input type="checkbox"/> Any other White background		
	<p>Other ethnic group</p> <input type="checkbox"/> Arab <input type="checkbox"/> Any other ethnic group (please describe): <hr/> <input type="checkbox"/> Not known		



2. CITATION

Short citation	[Role], [Organisation], [for services to...]		
Long citation	Click to enter text (max 3,000 characters)		
	Voluntary and charitable services Click to enter text		
Time in current role	YY	Total time in voluntary and charitable service	YY
Is the nominee leaving their current post?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
If 'yes', please explain why e.g. retiring	Click to enter text		
For State Committee nominations only			
Grade	Click to enter text	Length of service (in grade)	Click to enter text

3. ABOUT THE NOMINATION

Honours round	<input type="checkbox"/> New Year <input type="checkbox"/> Birthday	Year	YY	Priority rating	Click to enter text
Sponsoring department	<input type="checkbox"/> Attorney General's Office <input type="checkbox"/> BEIS <input type="checkbox"/> Cabinet Office <input type="checkbox"/> Conservative Party <input type="checkbox"/> Crown Prosecution Service <input type="checkbox"/> DCMS <input type="checkbox"/> Department for Education <input type="checkbox"/> DEFRA <input type="checkbox"/> Department for Exiting the EU <input type="checkbox"/> Department for International Development <input type="checkbox"/> Department for International Trade <input type="checkbox"/> Department for Transport <input type="checkbox"/> Department for Work and Pensions <input type="checkbox"/> Department for Health and Social Care <input type="checkbox"/> Forestry Commission <input type="checkbox"/> Foreign and Commonwealth Office <input type="checkbox"/> Food Standards Agency <input type="checkbox"/> Government Legal Department <input type="checkbox"/> Government Office for Science <input type="checkbox"/> HM Revenue & Customs <input type="checkbox"/> HM Treasury			<input type="checkbox"/> Home Office <input type="checkbox"/> Honours and Appointments <input type="checkbox"/> House of Commons <input type="checkbox"/> House of Lords <input type="checkbox"/> Labour Party <input type="checkbox"/> Liberal Democrats Party <input type="checkbox"/> Lord Mayor <input type="checkbox"/> MHCLG <input type="checkbox"/> Ministry of Defence <input type="checkbox"/> Ministry of Justice <input type="checkbox"/> National Audit Office <input type="checkbox"/> National Crime Agency <input type="checkbox"/> Northern Ireland Executive <input type="checkbox"/> Northern Ireland Office <input type="checkbox"/> Number 10 <input type="checkbox"/> Office for National Statistics <input type="checkbox"/> Scottish Office <input type="checkbox"/> Supreme Court <input type="checkbox"/> The Scottish Government <input type="checkbox"/> Welsh Office <input type="checkbox"/> Welsh Government <input type="checkbox"/> Other: <hr/>	



Committee	<input type="checkbox"/> Arts and Media <input type="checkbox"/> Economy <input type="checkbox"/> Education <input type="checkbox"/> Community and Voluntary Service <input type="checkbox"/> Health <input type="checkbox"/> Public Service <input type="checkbox"/> Parliamentary and Political Service <input type="checkbox"/> Science and Technology <input type="checkbox"/> Sport <input type="checkbox"/> State <input type="checkbox"/> Unknown			Committee sub-category (for Arts and Media only)	<input type="checkbox"/> Architecture <input type="checkbox"/> Art <input type="checkbox"/> Dance <input type="checkbox"/> Drama <input type="checkbox"/> Literature <input type="checkbox"/> Media <input type="checkbox"/> Music
Award level	<input type="checkbox"/> BEM <input type="checkbox"/> MBE <input type="checkbox"/> OBE <input type="checkbox"/> OBEX <input type="checkbox"/> CBE	<input type="checkbox"/> CMG <input type="checkbox"/> CB <input type="checkbox"/> Kt <input type="checkbox"/> DBE <input type="checkbox"/> KBE	<input type="checkbox"/> DCMG <input type="checkbox"/> KCMG <input type="checkbox"/> DCB <input type="checkbox"/> KCB <input type="checkbox"/> GBE	<input type="checkbox"/> GCMG <input type="checkbox"/> GCB <input type="checkbox"/> CH	
Public nomination	<input type="checkbox"/> Yes <input type="checkbox"/> No		Voluntary service	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Support from other departments	Click to enter text				
Recommendation from Lord-Lieutenant	<input type="checkbox"/> Outstanding <input type="checkbox"/> Highly deserving <input type="checkbox"/> Deserving <input type="checkbox"/> Not recommended – insufficient information <input type="checkbox"/> Not recommended – caution needed <input type="checkbox"/> Not recommended – local recognition more appropriate <input type="checkbox"/> Views not sought				
Previous honours nominations	<input type="checkbox"/> Yes <input type="checkbox"/> No		Round(s) and level(s)	Click to enter text	
Previous honours awarded	<input type="checkbox"/> Yes <input type="checkbox"/> No		Round(s) and level(s)	Click to enter text	

PUBLIC NOTICE

CENTRAL BEDFORDSHIRE COUNCIL PROPOSES TO INTRODUCE NO WAITING AT ANY TIME ON ORCHARD CLOSE, GROSVENOR GARDENS AND HITCHMEAD ROAD, BIGGLESWADE

Reason for proposal: The waiting restrictions are intended to address indiscriminate parking and to ensure that junctions are not obstructed by parked vehicles.

Effect of the Order:

To introduce No Waiting at any time on the following length of road in Biggleswade:-

1. Orchard Close Road, both sides, from the junction with Hitchmead Road and extending approximately 35 metres in an easterly direction and ending at a point approximately in line with the dividing property boundary of No 14 and No 12a Orchard Close.
2. Hitchmead Road, north side, from the junction with Orchard Close and extending for approximately 9 metres in a northerly direction and ending at a point in line with the dividing property boundary between No 7a and No 9 Hitchmead Road.
3. Hitchmead Road, south side, from the junction with Orchard Close and extending for approximately 13 metres in a southerly direction and ending at a point approximately in line with the southern property wall of No 14 Hitchmead Road.
4. Hitchmead Road, north side, from the junction with Grosvenor Gardens and extending in a northerly direction for approximately 15 metres and ending at a point in line with the dividing property boundary between No 7a and No 9 Hitchmead Road.
5. Grosvenor Gardens, north side, from the junction with Hitchmead Road and extending in a westerly direction for approximately 11 metres and ending at a point in line with the eastern property wall of No 7 Hitchmead Road.
6. Grosvenor Gardens, south side, from a point in line with the northern property boundary of No 1 Grosvenor Gardens and extending for approximately 11 metres in a south easterly direction toward Hitchmead Road and ending on Hitchmead Road at a point also approximately in line with the northern property boundary of No 1 Grosvenor Gardens.

Further Details may be viewed online at www.centralbedfordshire.gov.uk/publicstatutorynotices.

Comments should be sent in writing to the Traffic Management team at the address below or e-mail traffic.consultation@centralbedfordshire.gov.uk by 10 April 2020. All comments/objections must state the grounds on which they are made and must quote unique reference number A00034.

Order Title: If made will be "Central Bedfordshire Council (Bedfordshire County Council (District of Mid Bedfordshire) (Civil Enforcement Area and Special Enforcement Area) (Waiting Restrictions and Street Parking Places) (Consolidation) Order 2008) (Variation No.*) Order 2020"

Central Bedfordshire Council
Priory House
Chicksands
Shefford SG17 5TQ

Marcel Coiffait
Director of Community Services

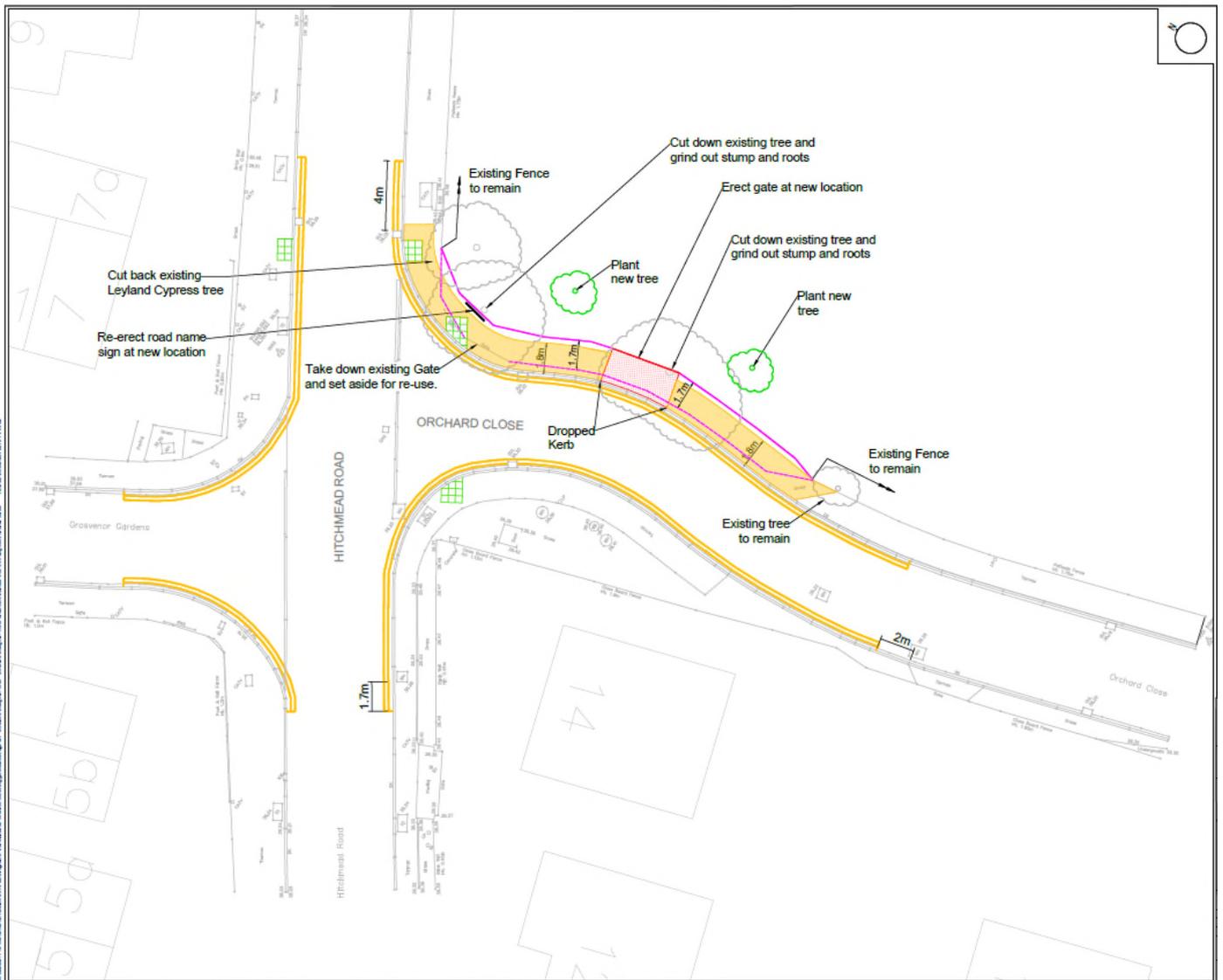
20 March 2020

Statement of Reasons

The waiting restrictions are intended to address indiscriminate parking and to ensure that junctions are not obstructed by parked vehicles.

Further details can be found on the attached draft Traffic Regulation Order, Public Notice and Drawing.

Drawing



19/05/2020

Biggleswade Town Council

Item 11ai Detailed balance sheet

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Detailed Balance Sheet - Excluding Stock Movement

Month 1 Date 30/04/2020

Page 1

A/c	Description	Actual		
	<u>Fixed Assets</u>	Asset Value	Depreciation	Net Value
1	OP'L F/H LAND & BUILDINGS	1,813,044	428,478	1,384,566
2	OP'L L/H LAND & BUILDINGS	9,095	0	9,095
21	VEHICLES & EQUIPMENT	792,859	456,288	336,571
41	INFRASTRUCTURE ASSETS	301,806	238,084	63,722
61	COMMUNITY ASSETS	15,380	0	15,380
	Total Fixed Assets	2,932,184	1,122,850	1,809,334
	<u>Current Assets</u>			
91	CAPITAL WORK IN PROGRESS	7,325		
100	DEBTORS - TOWN COUNCIL	4,181		
101	DEBTORS - ALLOTMENTS	890		
102	DEBTORS - PITCH HIRE	3,007		
103	DEBTORS - ORCHARD CENTRE	24,299		
105	VAT REFUNDS	25,787		
110	PREPAYMENTS	15,363		
201	NATWEST CURRENT BANK A/C	9,938		
202	LLOYDS CURRENT BANK A/C	753,057		
204	LLOYDS SALARY A/C	622		
209	NATWEST CAPITAL RESERVE	256,778		
210	PETTY CASH	155		
212	CASH CHANGE FLOAT	24		
225	NATWEST 95 DAY ACCOUNT	454		
	Total Current Assets		1,101,879	
	<u>Current Liabilities</u>			
501	TRADE CREDITORS	44,001		
505	HALL DEPOSIT	300		
510	ACCRUALS	3,940		
525	ALLOTMENT DEPOSITS	3,200		
530	INC IN ADVANCE - COMMUTED	26,400		
537	SUNDRY CREDITORS	120		
	Total Current Liabilities		77,961	
	Net Current Assets			1,023,918
	Total Assets less Current Liabilities			2,833,252
	<u>Long Term Liabilities</u>			
401	PWLB LOANS	120,677		
430	LEASE CREDITOR (GROSS)	8,493		
435	LEASE CREDITOR (DEF'D INT)	(636)		
	Total Long Term Liabilities		128,534	
	Total Assets less Total Liabilities			2,704,718
	<u>Represented by :-</u>			
301	CURRENT YEAR FUND	479,996		
310	GENERAL RESERVE	136,401		
349	ROLLING CAPITAL FUND	400,197		
350	CAPITAL FINANCING RESERVE	1,354,078		

Detailed Balance Sheet - Excluding Stock Movement**Month 1 Date 30/04/2020**

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
451	DEF'D GRANTS APPLIED	608,674	
452	DEF'D GRANTS W/BACK	(274,627)	
	Total Equity		<u>2,704,718</u>

19/05/2020

Biggleswade Town Council

Item 11aii Detailed Inc & Expend

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Detailed Income & Expenditure by Budget Heading 30/04/2020

Month No: 1

Cost Centre Report

Page 1

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
101 B'SWADE MAGISTRATES COURT								
1081 INC-RENT	2,161	0	0	0			0.0%	
B'SWADE MAGISTRATES COURT :- Income	2,161	0	0	0				0
4007 HEALTH & SAFETY	0	177	0	(177)		(177)	0.0%	
4011 RATES	14,313	1,223	11,960	10,738		10,738	10.2%	
4012 WATER RATES	560	0	500	500		500	0.0%	
4013 RENT	(29,920)	0	(34,760)	(34,760)		(34,760)	0.0%	
4014 ELECTRICITY	2,928	0	3,000	3,000		3,000	0.0%	
4015 GAS	1,652	178	2,000	1,822		1,822	8.9%	
4016 CLEANING COSTS	11,757	2,730	9,000	6,270		6,270	30.3%	
4021 TELEPHONE & FAX	0	122	0	(122)		(122)	0.0%	
4029 OFFICE REFURBISHMENT	360	0	0	0		0	0.0%	
4036 PROPERTY MAINTENANCE	4,494	0	4,000	4,000		4,000	0.0%	
4042 EQUIPT MAINT/REPAIR	620	0	500	500		500	0.0%	
4067 PEST CONTROL	0	0	100	100		100	0.0%	
4104 REFUSE COLLECTION	1,161	158	1,000	842		842	15.8%	
4110 FIRE PRECAUTIONS	477	0	1,200	1,200		1,200	0.0%	
4134 SECURITY/CCTV	986	280	1,500	1,220		1,220	18.7%	
4790 DEFERRED GRANTS RELEASED	(2,593)	0	0	0		0	0.0%	
4999 DEPRECIATION CHARGED	4,206	0	0	0		0	0.0%	
B'SWADE MAGISTRATES COURT :- Indirect Expenditure	11,000	4,867	0	(4,867)	0	(4,867)		0
Net Income over Expenditure	(8,840)	(4,867)	0	4,867				
102 ALLOTMENTS								
1087 INC-ALLOTMENTS	6,521	0	6,600	6,600			0.0%	
ALLOTMENTS :- Income	6,521	0	6,600	6,600				0
4013 RENT	233	0	465	465		465	0.0%	
4037 GROUNDS MAINTENANCE	399	0	1,000	1,000		1,000	0.0%	
4067 PEST CONTROL	675	0	550	550		550	0.0%	
4999 DEPRECIATION CHARGED	167	0	0	0		0	0.0%	
ALLOTMENTS :- Indirect Expenditure	1,474	0	2,015	2,015	0	2,015		0
Net Income over Expenditure	5,047	0	4,585	4,585				
103 STREET LIGHTS								
4014 ELECTRICITY	10,302	2,395	0	(2,395)		(2,395)	0.0%	
STREET LIGHTS :- Indirect Expenditure	10,302	2,395	0	(2,395)	0	(2,395)		0
Net Expenditure	(10,302)	(2,395)	0	2,395				

Continued over page

Detailed Income & Expenditure by Budget Heading 30/04/2020

Month No: 1

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
104 BURIAL GROUNDS								
1084 INC-BURIAL FEES	14,453	1,654	17,000	15,346			9.7%	
1097 INC-MEMORIALS	836	0	300	300			0.0%	
BURIAL GROUNDS :- Income	15,289	1,654	17,300	15,646			9.6%	0
4011 RATES	4,702	479	4,800	4,321		4,321	10.0%	
4012 WATER RATES	80	0	150	150		150	0.0%	
4014 ELECTRICITY	2,868	0	150	150		150	0.0%	
4036 PROPERTY MAINTENANCE	1,088	0	2,000	2,000		2,000	0.0%	
4110 FIRE PRECAUTIONS	368	0	500	500		500	0.0%	
4178 PATHS MAINTENANCE	0	0	1,000	1,000		1,000	0.0%	
4901 C.S. SALARY RECHARGE	14,178	765	12,691	11,926		11,926	6.0%	
4902 W.S. SALARY RECHARGE	49,101	3,475	59,441	55,966		55,966	5.8%	
4911 C.S. O'HEAD RECHARGE	11,450	1,349	11,111	9,763		9,763	12.1%	
4912 W.S. O'HEAD RECHARGE	16,685	244	12,280	12,036		12,036	2.0%	
4999 DEPRECIATION CHARGED	2,250	0	0	0		0	0.0%	
BURIAL GROUNDS :- Indirect Expenditure	102,770	6,312	104,123	97,811	0	97,811	6.1%	0
Net Income over Expenditure	(87,481)	(4,658)	(86,823)	(82,165)				
105 CAR PARKS								
1088 INC-CAR PARKING FEES	34,975	55	36,000	35,945			0.2%	
1089 INC - PARKING PERMITS WORK	11,722	0	11,000	11,000			0.0%	
1099 INC-INSURANCE (CLAIM)	2,688	0	0	0			0.0%	
1189 INC-PARKING PERMITS RES	6,534	0	6,000	6,000			0.0%	
CAR PARKS :- Income	55,920	55	53,000	52,945			0.1%	0
4011 RATES	25,704	2,624	26,250	23,626		23,626	10.0%	
4014 ELECTRICITY	0	0	500	500		500	0.0%	
4021 TELEPHONE & FAX	0	0	600	600		600	0.0%	
4038 MAINTENANCE CONTRACT	10,322	238	7,500	7,262		7,262	3.2%	
4047 MATERIALS/TOOLS	2,025	0	2,000	2,000		2,000	0.0%	
4056 LEGAL EXPENSES	0	0	1,000	1,000		1,000	0.0%	
4092 Card Processing Fees	1,145	26	1,000	974		974	2.6%	
4108 SURFACE REPAIRS	0	0	3,000	3,000		3,000	0.0%	
4126 CAR PARK LEASE	29,000	0	29,001	29,001		29,001	0.0%	
4790 DEFERRED GRANTS RELEASED	(742)	0	0	0		0	0.0%	
4901 C.S. SALARY RECHARGE	3,544	191	3,173	2,982		2,982	6.0%	
4902 W.S. SALARY RECHARGE	12,275	869	14,860	13,991		13,991	5.8%	
4911 C.S. O'HEAD RECHARGE	2,863	337	2,778	2,441		2,441	12.1%	
4912 W.S. O'HEAD RECHARGE	4,171	61	3,070	3,009		3,009	2.0%	
4999 DEPRECIATION CHARGED	9,428	0	0	0		0	0.0%	
CAR PARKS :- Indirect Expenditure	99,735	4,346	94,732	90,386	0	90,386	4.6%	0
Net Income over Expenditure	(43,816)	(4,291)	(41,732)	(37,441)				

Detailed Income & Expenditure by Budget Heading 30/04/2020

Month No: 1

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
106 MARKET								
1085 INC-TUESDAY MARKET RENTS	2,250	0	2,900	2,900			0.0%	
1086 INC-SATURDAY MARKET RENTS	9,605	0	10,500	10,500			0.0%	
1091 INC-MISCELLANEOUS	357	0	0	0			0.0%	
MARKET :- Income	12,213	0	13,400	13,400			0.0%	0
4004 MARKET STAFF	4,959	388	5,250	4,862		4,862	7.4%	
4011 RATES	5,097	718	5,205	4,487		4,487	13.8%	
4012 WATER RATES	42	0	0	0		0	0.0%	
4014 ELECTRICITY	440	0	1,200	1,200		1,200	0.0%	
4032 PUBLICITY	343	0	550	550		550	0.0%	
4047 MATERIALS/TOOLS	218	0	250	250		250	0.0%	
4081 Licences	0	0	333	333		333	0.0%	
4901 C.S. SALARY RECHARGE	11,815	638	10,576	9,938		9,938	6.0%	
4911 C.S. O'HEAD RECHARGE	9,542	1,124	9,259	8,135		8,135	12.1%	
4999 DEPRECIATION CHARGED	800	0	0	0		0	0.0%	
MARKET :- Indirect Expenditure	33,254	2,868	32,623	29,755	0	29,755	8.8%	0
Net Income over Expenditure	(21,042)	(2,868)	(19,223)	(16,355)				
107 TOWN CENTRE GENERAL								
1145 INC-CHRISTMAS ACTIVITIES	702	0	0	0			0.0%	
TOWN CENTRE GENERAL :- Income	702	0	0	0				0
4001 STAFF SALARIES	24,799	2,067	26,050	23,983		23,983	7.9%	
4002 EMPLOYERS N.I	2,232	184	2,402	2,218		2,218	7.7%	
4003 EMPLOYERS SUPERANN.	5,902	513	6,458	5,945		5,945	7.9%	
4009 STAFF TRAVEL	499	0	250	250		250	0.0%	
4014 ELECTRICITY	7	0	0	0		0	0.0%	
4036 PROPERTY MAINTENANCE	194	0	1,000	1,000		1,000	0.0%	
4064 ANNUAL HANGING BASKETS	2,991	0	3,000	3,000		3,000	0.0%	
4116 WAR MEM & REM SERV	301	0	750	750		750	0.0%	
4117 CLOCK REPAIRS	0	0	350	350		350	0.0%	
4138 MARKET SQUARE EVENTS	0	0	15,000	15,000		15,000	0.0%	
4140 CHRISTMAS ACTIVITIES	6,413	0	7,000	7,000		7,000	0.0%	
4144 CCTV	14,833	0	18,000	18,000		18,000	0.0%	
4145 CHRISTMAS LIGHTS	18,660	0	18,000	18,000		18,000	0.0%	
4790 DEFERRED GRANTS RELEASED	(571)	0	0	0		0	0.0%	
4901 C.S. SALARY RECHARGE	3,544	191	3,173	2,982		2,982	6.0%	
4902 W.S. SALARY RECHARGE	12,275	869	14,860	13,991		13,991	5.8%	
4911 C.S. O'HEAD RECHARGE	2,863	337	2,778	2,441		2,441	12.1%	
4912 W.S. O'HEAD RECHARGE	4,171	61	3,070	3,009		3,009	2.0%	

Detailed Income & Expenditure by Budget Heading 30/04/2020

Month No: 1

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4999 DEPRECIATION CHARGED	1,131	0	0	0		0	0.0%	
TOWN CENTRE GENERAL :- Indirect Expenditure	100,244	4,221	122,141	117,920	0	117,920	3.5%	0
Net Income over Expenditure	(99,542)	(4,221)	(122,141)	(117,920)				
108 GRANTS (INCL S137)								
4261 GRANTS UNDER OTHER POWERS	23,392	16,340	20,767	4,427		4,427	78.7%	
4264 Community Agent Grant	11,250	11,500	11,250	(250)		(250)	102.2%	
GRANTS (INCL S137) :- Indirect Expenditure	34,642	27,840	32,017	4,177	0	4,177	87.0%	0
Net Expenditure	(34,642)	(27,840)	(32,017)	(4,177)				
109 CAPITAL EXPENDITURE								
4053 LOAN INTEREST	5,879	0	5,383	5,383		5,383	0.0%	
4253 LEASE INTEREST REPAID	401	33	401	368		368	8.3%	
4802 CP - New Computer Installation	(0)	0	0	0		0	0.0%	
4808 CP - Website Re-design	0	0	5,000	5,000		5,000	0.0%	
4842 CP - The Orchard Furniture & E	0	0	0	0		0	0.0%	
4900 ROLLING CAPITAL FUND ALLOC'N	100,000	0	71,500	71,500		71,500	0.0%	
4979 NEW LOAN COSTS	0	0	28,500	28,500		28,500	0.0%	
4980 LOAN REPAYMENT	9,115	0	9,453	9,453		9,453	0.0%	
4981 TFR TO CFR NEW ASSETS	13,526	0	0	0		0	0.0%	
4982 LEASE CAPITAL REPAID	4,963	414	4,963	4,549		4,549	8.3%	
4990 ASSET FUNDING FROM RCP	(13,526)	0	(5,000)	(5,000)		(5,000)	0.0%	
CAPITAL EXPENDITURE :- Indirect Expenditure	120,359	447	120,200	119,753	0	119,753	0.4%	0
Net Expenditure	(120,359)	(447)	(120,200)	(119,753)				
110 PUBLIC CONVENIENCES								
4011 RATES	3,093	318	3,160	2,842		2,842	10.1%	
4012 WATER RATES	2,143	0	1,600	1,600		1,600	0.0%	
4014 ELECTRICITY	180	0	1,000	1,000		1,000	0.0%	
4036 PROPERTY MAINTENANCE	181	0	2,500	2,500		2,500	0.0%	
4038 MAINTENANCE CONTRACT	16,667	0	16,500	16,500		16,500	0.0%	
4999 DEPRECIATION CHARGED	60	0	0	0		0	0.0%	
PUBLIC CONVENIENCES :- Indirect Expenditure	22,324	318	24,760	24,442	0	24,442	1.3%	0
Net Expenditure	(22,324)	(318)	(24,760)	(24,442)				
111 CORPORATE MANAGEMENT								
1076 PRECEPT RECEIVED	1,011,058	583,339	1,166,677	583,338			50.0%	

Detailed Income & Expenditure by Budget Heading 30/04/2020

Month No: 1

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1096 INTEREST RECEIVED	593	43	5,000	4,957			0.9%	
CORPORATE MANAGEMENT :- Income	1,011,651	583,382	1,171,677	588,295			49.8%	0
4057 AUDIT FEES	3,735	0	3,720	3,720		3,720	0.0%	
4901 C.S. SALARY RECHARGE	70,888	3,826	63,456	59,630		59,630	6.0%	
4911 C.S. O'HEAD RECHARGE	57,252	6,742	55,553	48,811		48,811	12.1%	
CORPORATE MANAGEMENT :- Indirect Expenditure	131,875	10,569	122,729	112,161	0	112,161	8.6%	0
Net Income over Expenditure	879,776	572,813	1,048,948	476,135				
112 DEMOCRATIC REP'N & MGM'T								
1078 INC-MISC GRANTS	6,950	0	0	0			0.0%	
DEMOCRATIC REP'N & MGM'T :- Income	6,950	0	0	0				0
4024 SUBSCRIPTIONS	3,355	358	3,200	2,842		2,842	11.2%	
4026 COMPUTER	0	0	1,500	1,500		1,500	0.0%	
4082 NEIGHBOURHOOD PLAN	7,621	0	20,000	20,000		20,000	0.0%	
4135 ELECTION PROVISION	528	0	4,000	4,000		4,000	0.0%	
4790 DEFERRED GRANTS RELEASED	(1,806)	0	0	0		0	0.0%	
4901 C.S. SALARY RECHARGE	94,518	5,101	84,608	79,507		79,507	6.0%	
4911 C.S. O'HEAD RECHARGE	76,336	8,990	74,068	65,078		65,078	12.1%	
4999 DEPRECIATION CHARGED	9,292	0	0	0		0	0.0%	
DEMOCRATIC REP'N & MGM'T :- Indirect Expenditure	189,843	14,449	187,376	172,927	0	172,927	7.7%	0
Net Income over Expenditure	(182,893)	(14,449)	(187,376)	(172,927)				
113 CIVIC ACTIVITIES & EXPENSES								
1091 INC-MISCELLANEOUS	585	0	0	0			0.0%	
1300 INC-MAYORS CHARITY	(47)	0	0	0			0.0%	
CIVIC ACTIVITIES & EXPENSES :- Income	538	0	0	0				0
4008 STAFF TRAINING	290	0	500	500		500	0.0%	
4009 STAFF TRAVEL	0	0	500	500		500	0.0%	
4112 TOWN MAYOR'S ALLOW.	845	0	1,000	1,000		1,000	0.0%	
4166 TWINNING	0	0	1,000	1,000		1,000	0.0%	
4179 CIVIC FUNCTIONS	60	0	1,000	1,000		1,000	0.0%	
4180 CIVIC REGALIA REPAIRS ETC	0	0	100	100		100	0.0%	
4992 TRANSFER FROM E/MARKED RESERVE	0	0	(500)	(500)		(500)	0.0%	
CIVIC ACTIVITIES & EXPENSES :- Indirect Expenditure	1,195	0	3,600	3,600	0	3,600		0
Net Income over Expenditure	(657)	0	(3,600)	(3,600)				

Detailed Income & Expenditure by Budget Heading 30/04/2020

Month No: 1

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
115 ORCHARD COMMUNITY CENTRE								
1077 INC-S106 GRANTS	800	0	0	0			0.0%	
1078 INC-MISC GRANTS	18,000	0	18,000	18,000			0.0%	
1081 INC-RENT	54	0	0	0			0.0%	
1082 INC-LETTINGS	32,014	(24)	32,000	32,024			(0.1%)	
1109 INC-COFFEE MACHINE	224	0	250	250			0.0%	
ORCHARD COMMUNITY CENTRE :- Income	51,091	(24)	50,250	50,274			0.0%	0
4001 STAFF SALARIES	53,589	4,192	54,599	50,407		50,407	7.7%	
4002 EMPLOYERS N.I	5,014	376	5,153	4,777		4,777	7.3%	
4003 EMPLOYERS SUPERANN.	12,754	1,040	13,540	12,500		12,500	7.7%	
4007 HEALTH & SAFETY	0	0	500	500		500	0.0%	
4009 STAFF TRAVEL	429	58	300	242		242	19.2%	
4011 RATES	0	0	5,500	5,500		5,500	0.0%	
4012 WATER RATES	789	200	450	250		250	44.6%	
4014 ELECTRICITY	4,231	0	10,000	10,000		10,000	0.0%	
4015 GAS	209	90	4,500	4,410		4,410	2.0%	
4016 CLEANING COSTS	4,795	0	4,500	4,500		4,500	0.0%	
4020 MISC. ESTABLISH.COST	9	0	500	500		500	0.0%	
4021 TELEPHONE & FAX	190	0	1,200	1,200		1,200	0.0%	
4026 COMPUTER	565	0	1,500	1,500		1,500	0.0%	
4032 PUBLICITY	0	0	500	500		500	0.0%	
4036 PROPERTY MAINTENANCE	2,089	0	1,000	1,000		1,000	0.0%	
4038 MAINTENANCE CONTRACT	4,005	372	1,500	1,128		1,128	24.8%	
4042 EQUIPT MAINT/REPAIR	0	0	200	200		200	0.0%	
4081 Licences	309	0	300	300		300	0.0%	
4128 EQUIPMENT	60	0	200	200		200	0.0%	
4790 DEFERRED GRANTS RELEASED	(12,430)	0	0	0		0	0.0%	
4999 DEPRECIATION CHARGED	11,417	0	0	0		0	0.0%	
ORCHARD COMMUNITY CENTRE :- Indirect Expenditure	88,022	6,328	105,942	99,614	0	99,614	6.0%	0
Net Income over Expenditure	(36,931)	(6,352)	(55,692)	(49,340)				
212 RECREATION GROUNDS								
1077 INC-S106 GRANTS	2,600	0	0	0			0.0%	
1081 INC-RENT	4,521	0	5,240	5,240			0.0%	
1082 INC-LETTINGS	(202)	0	0	0			0.0%	
1083 INC-PITCH HIRE	2,385	0	4,000	4,000			0.0%	
RECREATION GROUNDS :- Income	9,305	0	9,240	9,240			0.0%	0
4011 RATES	4,468	455	4,565	4,110		4,110	10.0%	
4012 WATER RATES	2,430	0	11,000	11,000		11,000	0.0%	

Detailed Income & Expenditure by Budget Heading 30/04/2020

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Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4013 RENT	0	0	1	1		1	0.0%	
4014 ELECTRICITY	6,721	(96)	6,000	6,096		6,096	(1.6%)	
4016 CLEANING COSTS	98	0	400	400		400	0.0%	
4036 PROPERTY MAINTENANCE	0	0	5,000	5,000		5,000	0.0%	
4037 GROUNDS MAINTENANCE	1,151	0	2,500	2,500		2,500	0.0%	
4038 MAINTENANCE CONTRACT	7,896	575	6,500	5,925		5,925	8.9%	
4039 PLAY. EQUIP. MAINT.	2,057	0	3,000	3,000		3,000	0.0%	
4043 FENCING & GATES	157	0	1,000	1,000		1,000	0.0%	
4044 TREES & PLANTS	3,543	0	2,500	2,500		2,500	0.0%	
4067 PEST CONTROL	700	0	1,500	1,500		1,500	0.0%	
4100 FERT./SEEDS/WEEDKILL	174	0	2,000	2,000		2,000	0.0%	
4104 REFUSE COLLECTION	3,828	525	6,000	5,475		5,475	8.8%	
4110 FIRE PRECAUTIONS	753	0	750	750		750	0.0%	
4114 LITTER BINS	1,437	0	2,000	2,000		2,000	0.0%	
4139 GRASS CUTTING	4,236	0	0	0		0	0.0%	
4790 DEFERRED GRANTS RELEASED	(11,187)	0	0	0		0	0.0%	
4901 C.S. SALARY RECHARGE	37,807	2,041	33,843	31,802		31,802	6.0%	
4902 W.S. SALARY RECHARGE	171,855	12,161	208,042	195,881		195,881	5.8%	
4911 C.S. O'HEAD RECHARGE	30,534	3,596	29,628	26,032		26,032	12.1%	
4912 W.S. O'HEAD RECHARGE	58,398	855	42,980	42,125		42,125	2.0%	
4999 DEPRECIATION CHARGED	40,215	0	0	0		0	0.0%	
RECREATION GROUNDS :- Indirect Expenditure	367,269	20,112	369,209	349,097	0	349,097	5.4%	0
Net Income over Expenditure	(357,965)	(20,112)	(359,969)	(339,857)				
901 CENTRAL SERVICES								
4001 STAFF SALARIES	186,172	9,825	193,197	183,372		183,372	5.1%	
4002 EMPLOYERS N.I	14,645	684	18,323	17,639		17,639	3.7%	
4003 EMPLOYERS SUPERANN.	35,477	2,244	47,915	45,671		45,671	4.7%	
4005 AGENCY STAFF	43,519	9,430	0	(9,430)		(9,430)	0.0%	
4007 HEALTH & SAFETY	0	0	2,500	2,500		2,500	0.0%	
4008 STAFF TRAINING	2,827	0	2,000	2,000		2,000	0.0%	
4009 STAFF TRAVEL	3,147	17	3,000	2,983		2,983	0.6%	
4010 MISC. STAFF COSTS	180	0	1,000	1,000		1,000	0.0%	
4013 RENT	29,920	0	34,760	34,760		34,760	0.0%	
4020 MISC. ESTABLISH.COST	137	0	250	250		250	0.0%	
4021 TELEPHONE & FAX	8,208	855	6,500	5,645		5,645	13.2%	
4022 POSTAGE	547	358	1,000	642		642	35.8%	
4023 STATIONERY	5,971	251	5,000	4,749		4,749	5.0%	
4025 INSURANCE	19,492	6,028	21,000	14,972		14,972	28.7%	
4026 COMPUTER	33,873	3,679	30,000	26,321		26,321	12.3%	

Detailed Income & Expenditure by Budget Heading 30/04/2020

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Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4027 PHOTOCOPIER	2,771	831	3,500	2,669		2,669	23.7%	
4031 ADVERTISING	0	0	400	400		400	0.0%	
4032 PUBLICITY	2,420	0	3,500	3,500		3,500	0.0%	
4042 EQUIPT MAINT/REPAIR	314	0	0	0		0	0.0%	
4051 BANK CHARGES	2,109	18	2,100	2,082		2,082	0.9%	
4056 LEGAL EXPENSES	1,850	0	1,220	1,220		1,220	0.0%	
4058 PROFESSIONAL FEES	12,030	95	2,000	1,905		1,905	4.8%	
4060 OFFICE EQUIPMENT	2,645	0	500	500		500	0.0%	
4073 PAYROLL BUREAU FEES	794	0	2,000	2,000		2,000	0.0%	
4074 ACCOUNTANCY FEES	15,693	913	15,000	14,087		14,087	6.1%	
4125 Misc Costs	86	0	30	30		30	0.0%	
4901 C.S. SALARY RECHARGE	(236,294)	(12,753)	(211,520)	(198,767)		(198,767)	6.0%	
4911 C.S. O'HEAD RECHARGE	(190,839)	(22,475)	(185,175)	(162,700)		(162,700)	12.1%	
4999 DEPRECIATION CHARGED	2,307	0	0	0		0	0.0%	
CENTRAL SERVICES :- Indirect Expenditure	0	0	0	0	0	0		0
Net Expenditure	0	0	0	0				
902 WORKS SERVICES								
4001 STAFF SALARIES	192,644	13,639	222,166	208,527		208,527	6.1%	
4002 EMPLOYERS N.I	17,059	1,175	19,939	18,764		18,764	5.9%	
4003 EMPLOYERS SUPERANN.	35,804	2,558	55,098	52,540		52,540	4.6%	
4007 HEALTH & SAFETY	503	0	500	500		500	0.0%	
4008 STAFF TRAINING	1,809	0	2,500	2,500		2,500	0.0%	
4009 STAFF TRAVEL	291	0	300	300		300	0.0%	
4010 MISC. STAFF COSTS	0	0	300	300		300	0.0%	
4014 ELECTRICITY	5,507	96	200	104		104	48.2%	
4025 INSURANCE	636	0	0	0		0	0.0%	
4036 PROPERTY MAINTENANCE	115	0	200	200		200	0.0%	
4041 EQUIPMENT HIRE	216	0	400	400		400	0.0%	
4042 EQUIPT MAINT/REPAIR	3,562	0	4,500	4,500		4,500	0.0%	
4046 VEHICLE LEASING	9,650	324	11,000	10,676		10,676	2.9%	
4047 MATERIALS/TOOLS	16,719	111	12,000	11,889		11,889	0.9%	
4048 VEHICLE MAINT/REPAIR	10,465	0	10,000	10,000		10,000	0.0%	
4049 VEHICLE FUEL	7,435	597	8,000	7,403		7,403	7.5%	
4050 VEHICLE TAX	455	0	500	500		500	0.0%	
4103 PROTECTIVE CLOTHING	2,636	33	2,500	2,467		2,467	1.3%	
4119 SKIP HIRE	2,981	60	3,000	2,940		2,940	2.0%	
4125 Misc Costs	16	0	0	0		0	0.0%	
4128 EQUIPMENT	442	0	500	500		500	0.0%	
4134 SECURITY/CCTV	0	0	2,000	2,000		2,000	0.0%	

Detailed Income & Expenditure by Budget Heading 30/04/2020

Month No: 1

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4136 RENEWALS/REPLACEMENT	0	0	3,000	3,000		3,000	0.0%	
4790 DEFERRED GRANTS RELEASED	(2,536)	0	0	0		0	0.0%	
4902 W.S. SALARY RECHARGE	(245,507)	(17,373)	(297,203)	(279,830)		(279,830)	5.8%	
4912 W.S. O'HEAD RECHARGE	(83,425)	(1,221)	(61,400)	(60,179)		(60,179)	2.0%	
4999 DEPRECIATION CHARGED	22,524	0	0	0		0	0.0%	
WORKS SERVICES :- Indirect Expenditure	0	0	0	0	0	0		0
Net Expenditure	0	0	0	0				
Grand Totals:- Income	1,172,338	585,067	1,321,467	736,400			44.3%	
Expenditure	1,314,308	105,071	1,321,467	1,216,396	0	1,216,396	8.0%	
Net Income over Expenditure	(141,970)	479,996	0	(479,996)				
Movement to/(from) Gen Reserve	(141,970)	479,996						

Date: 19/05/2020

Biggleswade Town Council

Item 11aiii Natwest current a/c

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Natwest Current A/C

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List of Payments made between 01/04/2020 and 30/04/2020

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
06/04/2020	Central Beds Rates 20/21	Std Ord	5,816.07		Central Beds Rates 2020/21
16/04/2020	British Telecommunications PLC	DD01	30.00		3715-Phone charge
16/04/2020	Fuel Genie DDR	DD02	711.43		3653-Motor fuel Diesel
30/04/2020	British Telecommunications PLC	DD03	146.91		3690-Monthly phone charge
30/04/2020	Cawleys - DDR	DD04	485.57		3726-Council refuse collection
30/04/2020	Bank charge payable	CHRG	7.96		Bank charge payable
Total Payments			<u>7,197.94</u>		

Date: 19/05/2020

Biggleswade Town Council

Item 11aiv Lloyds current a/c

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Lloyds Current A/C

List of Payments made between 01/04/2020 and 30/04/2020

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Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
01/04/2020	East Debs Community Bus Ltd	000256	500.00		East Debs Bus-Grant 2020/21
01/04/2020	Hear2Listen-Grant 20/21	000257	400.00		Hear2Listen-Grant 20/21
01/04/2020	Biggleswade Crab Lane	000258	50.00		Biggleswade Crab-Grant 20/21
01/04/2020	Biggleswade First Aid Club	000259	350.00		First Aid Club-Grant 20/21
01/04/2020	Biggleswade Sports	000260	250.00		Biggleswade Sports-Grant 20/21
01/04/2020	The Need Project	000261	250.00		The Need Project-Grant 20/21
01/04/2020	Autism Bedfordshire	000262	500.00		Autism Bedfordshire-Grant20/21
01/04/2020	BigglesFM	000263	1,850.00		BigglesFM-Grant20/21
01/04/2020	Biggleswade Scout Group	000264	2,090.00		Biggles Scout Group-Grant20/21
01/04/2020	Biggleswade History Society	000265	750.00		History Society-Grant20/21
01/04/2020	2065 Biggleswade Sqd	000266	1,000.00		2065 Biggleswade Sqd-Grant20/2
01/04/2020	Citizen Advice Beureu	000267	750.00		Citizen Advice BeureuGrant20/2
01/04/2020	Biggleswade Good Neighbour	000268	400.00		Biggleswade Good Neighbour
01/04/2020	Keech Hospice-Grant20/21	000271	1,000.00		Keech Hospice-Grant20/21
01/04/2020	Carers in Beds-Grant20/21	000272	1,000.00		Carers in Beds-Grant20/21
01/04/2020	Revitalise-Grant20/21	000273	1,000.00		Revitalise-Grant20/21
01/04/2020	Biggleswade Sea Cadets	000274	1,500.00		Biggleswade Sea Cadets
01/04/2020	Respite Home Volunteers	000277	700.00		Respite Home Volunteers
01/04/2020	BRCC-Grant20/21	000279	2,000.00		BRCC-Grant20/21
01/04/2020	BRCC-Grant20/21	000280	11,500.00		BRCC-Grant20/21
09/04/2020	J R GOLDTHORPE & SON	000281	70.90		3667-Cylinder key cut,etc.
09/04/2020	LGRC Associates Ltd	000282	10,745.46		3668-Locum clerk March 2020
09/04/2020	DCK Accounting Solutions Ltd	000283	1,075.18		3669-March contract visit
09/04/2020	Turfcare Leisure Services Ltd	000287	690.47		3654-Bowling green maint-Apr
09/04/2020	R & C Hyett	000288	1,330.00		3655-Market sq cleaning Feb
09/04/2020	R & C Hyett	000289	1,000.00		3656-Office cleaning March
09/04/2020	R & C Hyett	000290	400.00		3657-Orchard C. Cleaning March
09/04/2020	Chubb Fire Ltd	000294	446.20		3665-Emergency lighting repair
09/04/2020	NAMBA	000295	358.00		3658-Namba subs 20/21
09/04/2020	Deeping Direct Limited	000297	72.00		3671-Container hire March
09/04/2020	Harrier Office Supplies Ltd	000298	300.97		4-Pens,laminating pouch+paper
09/04/2020	Bedfordshire Growers Limited	000286	69.99		P/Ledger Electronic Payment
09/04/2020	CENTRAL BEDFORDSHIRE	000296	116.25		P/Ledger Electronic Payment
09/04/2020	Henlow Building Supplies	000292	771.27		3664-Drive repair maxipack
09/04/2020	Olivia Petch-Refund Hall hire	000291	46.00		Olivia Petch-Refund Hall hire
14/04/2020	Lloyds Salary A/C	Tfr	24,000.00		
14/04/2020	The right Fuelcard Company Lim	DD02	2.40		17-Motor fuel
14/04/2020	Node IT Solutions Ltd	DD03	211.20		3673-Network protection Apr
14/04/2020	BNP Paribas	DD4	584.17		P/Ledger Electronic Payment
14/04/2020	Node IT Solutions Ltd	DD05	2,814.76		3674-Monthly IT Service April
15/04/2020	Ampower - 73506 - Old Court Ho	DD06	350.00		P/Ledger Electronic Payment
15/04/2020	Ampower G81907-Kings Reach	DD07	600.00		P/Ledger Electronic Payment
15/04/2020	Ampower - 41260 Unmetered	DD08	1,314.61		3683-Elec JAn 2020
15/04/2020	Post Office Ltd	000299	358.00		Pack of stamps
16/04/2020	Node IT Solutions Ltd	DD09	1,350.37		3652-Lenovo Notebook
22/04/2020	AIB Merchant Services	DD10	73.42		3670-Car park card processing
23/04/2020	EE - DDR	DD11	397.70		24-Monthly plan

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Lloyds Current A/C

List of Payments made between 01/04/2020 and 30/04/2020

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
24/04/2020	OPUS Energy (Corporate) Limite	DD12	1,762.87		3707-Elec March Centrey h
27/04/2020	Node IT Solutions Ltd	DD13	38.40		3719-Nano adapter
27/04/2020	BNP Paribas	DD14	536.40		P/Ledger Electronic Payment
27/04/2020	Kubota Finance	Std Ord	536.40		Kubota Finance Leasing
27/04/2020	BNP Paribas	REVERSE	-536.40		P/Ledger Electronic Payment
30/04/2020	Node IT Solutions Ltd	DD15	2,100.00		P/Ledger Electronic Payment
Total Payments			81,826.99		

OUTCOME OF CBC DETERMINED PLANNING

2018							
Address	Application No.	Committee date	BTC Decision	Description	Comments	CBC Outcome/Date	Called In
Bonds Lane and Foundry Lane, Lands 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	
Bonds Lane and Foundry Lane, Lands at	18/02353/FULL	23/07/2019	Objection - on the grounds of access	Demolition of existing vacant and derelict buildings and erection of 50 residential apartments with associated vehicular access, car and cycle parking, refuse storage and landscape		Awaiting Decision	

2019

Address	Application No.	Committee date	BTC Decision	Description	Comments	CBC Outcome/Date	Called In
Dunton Lane, Stratton Park Drive	19/02839/VOC	08/10/2019	No Objection	Variation of Condition no.1 on Planning Permission MB/83/456 "Renewal of Planning Permission for caravan park on a permanent basis" to state that the total number of caravans shall not exceed twenty-two at any time		Awaiting Decision	
Hitchin Street, 162	19/04032/FULL	14/04/2020	No Objection	Dropped kerb	Virtual Council Meeting/agreed via email	Granted 07/05/2020	
Land North of Biggleswade	19/04301/OUT	14/01/2020	Strongly Object - does not comply with NPPF and various other comments made against the Applicant	Outline Application: planning permission with all matters reserved except for access for the development of the land situated north of Biggleswade, east of the ECML railway to provide for up to 406 dwellings including affordable housing: green infrastructure accommodating landscaping, allotments, community orchard, public open space, children's playspace; new roads, car parking, cycleways and footways; associated infrastructure; including a sustainable drainage system; vehicular access to be secured from Furzenhall Road.		Awaiting Decision	
Langford Road, Brookside Bungalow	19/01949/FULL	13/08/2019	No Objection	Loft conversion		Granted 24/09/2019	
Langford Road, Brookside Bungalow	19/04145/FULL	14/01/2020	No Objection	Loft conversion with raised roof & inclusion of dormers		Granted 10/02/2020	
Langford Road, Holmemills	19/03704/FULL	26/11/2019	No Objection	Canopy roof with no walls adjacent to Mill Building		Granted 10/12/2019	
Langford Road, Land at Cow Close	19/00590/MW	26/03/2019	No Objection	Construction of external covered picking line		Granted 27/08/2019	
Lincoln Crescent, 48	19/03482/FULL	12/11/2019	No Objection	Proposed single storey rear extension		Awaiting Decision	

2020

Address	Application No.	Committee date	BTC Decision	Description	Comments	CBC Outcome/Date	Called In
Biggleswade Road, Land East of	20/00959/OUT	28/04/2020	No Objection - provided the following points are considered 1) Dunton Lane is upgraded 2) The speed limit from Saxon Drive reduced from the current 60 mile per hour to 40 miles per hour 3) The necessary facilities provided for pedestrian footpath and cyclist pathway 4) Adequate access for Motorists to A1	Outline application: seeking Planning Permission for up to 1,500 dwellings (use Class C3) and up to a 2ha of commercial development dwellings (use Class C3) and up to a 2ha of commercial development (use Class A1, A2, A3, A4, A5, B1a,bc,B2, B8) up to 5ha of primary school development (class D1) and up to 4ha of other leisure and community development (Use Classes D1 and D2) up to 61 ha of open space including play space, allotments and a country park, infrastructure including site access, internal roads, car parking, footpaths, cycle ways, drainage and utilities	Virtual Council Meeting held 28/04/2020	Awaiting Decision	
Drove Road, 120	20/01278/FULL	28/04/2020	No Objection	Proposed loft conversion with rear dormers	Virtual Council Meeting held 28/04/2020	Awaiting Decision	
High Street, 17-17b	20/01122/FULL	14/04/2020	No Objection	Single storey extension to form new gymnasium area, reception and staircase	Virtual Council Meeting, decided via email	Awaiting Decision	
Hitchin Street, 162	20/01357/FULL	12/05/2020	No Objection	Single storey rear extension		Consultation Period	
Juno Place, Land adjacent to Unit 2 (Plot 3 Phase 5)	20/01008/FULL	Wasn't discussed as the application had already been decided	Not Applicable	Creation of a secondary access point to the proposed Jewers Doors Development from Juno Place	BTC didn't have it on the agenda as we were too late to submit to Council for comments	Granted 20/04/2020	
Juno Place, Land adjacent to Unit 2 (Plot 3 Phase 5)	20/01012/RM	12/05/2020	No Objection, provided that: 1) CBC show transparency of where S106 monies are allocated 2) Speed of traffic generated from this application is considered	Reserved Matters: following Outline planning permission CB/15/03078/OUT Erection of a single industrial unit (use Class B1, B2 7 B80 with associated parking and landscaping. All matters reserved except for Access). Approval is being sought for Layout, Appearance, Scale and Landscaping		Granted 26/05/2020	
Kingsfield Road, 6	20/00969/ADV	14/04/2020	No objection	Advertisement - New shop signage to replace existing signage	Virtual Council Meeting, decided via email	Granted 06/05/2020	
Kittiwake Close, 4	20/01045/FULL	14/04/2020	No Objection - however a condition to be included that this temporary structure be reviewed every 3 years and within a maximum of 5 years, as per Planning Applications for portacabins	Proposed two storey side extension, internal modernisation and front porch	Virtual Council Meeting, decided via email	Granted 05/05/2020	
Lawrence Road, 48 - 52, Land to the rear of	20/00545/FULL	25/02/2020	Objection - due to overdevelopment, potential loss of parking spaces on an already congested road, and difficulties accessing the proposed development	Construction of new residential bungalow, formation of access, parking, turning and garden areas		Awaiting Decision	

2020 (Cont.)							
Address	Application No.	Committee date	BTC Decision	Description	Comments	CBC Outcome/Date	Called In
London Road, Land East of London Road, Stratton Business Park	20/00479/FULL	25/02/2020	No Objection	Erection of a Class A1 retail food store with associated car parking, accesses, landscaping, substation and associated engineering works		Awaiting Decision	
London Road, 4	20/01657/LB	12/05/2020	Objection - Further detailed plans on design for this application is required 2) Clarity on parking spaces for this application is required 3) Clarity whether Coffee Shop included in this application	Change of use from A1 (Beautician) back to C3 residential dwelling (house only)		Consultation Period	
London Road, 41, Moorland House	20/01007/FULL	14/04/2020	No Objection	Rear single storey extension	Virtual Council Meeting , decided via email	Consultation Period	
London Road, 120	20/01309/FULL	12/05/2020	No Objection	First floor extension incorporation a loft conversion		Awaiting Decision	
London Road, 132	20/00625/FULL	10/03/2020	No Objection	Two storey side and single storey rear extension		Granted 09/04/2020	
Maunder, 43	20/01322/FULL	12/05/2020	No Objection	Single storey rear extension		Awaiting Decision	
Novello Drive, 21	20/00642/FULL	14/04/2020	No Objection	Erection of freestanding apex porch	Virtual Council Meeting , decided via email	Consultation Period	
Pegasus Drive, Building 3 (Phase 4) Stratton Business Park	20/01343/ADV	12/05/2020	No Objection	Advertisement: Building signage detailing business name to be placed on the West Elevation above main entrance. General site signage also included in application, as detailed in drawings		Consultation Period	
Pegasus Drive, Phase 6b Stratton Business Park, East of	20/01520/FULL	26/05/2020	No Objection, provided that: 1) Neighbours are consulted and that any comments they make are considered by CBC in their 2) CBC show transparency of where S106 monies are allocated 3) Consideration is taken with regards to the Bridle Way and/or rerouting of this as well as pedestrian access and cycleway	The erection of 4 no. B8 use distribution units, together with associated energy centre, balancing pond, landscaping and all other ancillary works		Consultation Period	

2020 (Cont.)

Address	Application No.	Committee date	BTC Decision	Description	Comments	CBC Outcome/Date	Called In
Pine Close,11	20/00785/FULL	24/03/2020	No Objection	Two storey side & single storey front extension	Re-applied. CBC says refused. Town Council meeting of 24/03/2020 was cancelled. In the absence of comments from BTC, CBC granted this application	Granted 24/04/2020	
Potton Road, 40	20/01375/FULL	12/05/2020	No Objection	Two storey side and rear extension		Consultation Period	
Potton Road, Edward Peake School	20/01488/REG3	26/05/2020	No Objection - provided the installation is no longer than five years	Installation of a temporary two classroom unit with WCs on existing school playground		Consultation Period	
Saxon Drive, Land Off	20/01500/DOC	26/05/2020	Strong Objection - Based on the discharge of Conditions 2,4 and 5 from the application	Discharge of Conditions 2, 4 and 5 from planning permission CB/19/02032/RM (Reserved Matters following outline application CB/17/01277/OUT erection of 200 residential dwellings with associated access, landscaping, open space and ancillary works		Application registered - No further information	
Shortmead Street, 15C	20/01119/FULL	28/04/2020	No Objection	Replacement of all of the existing timber-framed windows and the front door. Demolition of the existing non-original garden room to the rear of the property and construction of a new garden room extension, connected to the existing building by a contemporary glazed link	Virtual Council Meeting held 28/04/2020	Granted 01/06/2020	
Shortmead Street, 15C	20/01120/LB	28/04/2020	No Objection	Listed Building: Replacement of all of the existing timber-framed windows and the front door. Demolition of the existing non-original garden room to the rear of the property and construction of a new garden room extension, connected to the existing building by a contemporary glazed link	Virtual Council Meeting held 28/04/2020	Granted 01/06/2020	

2020 (Cont.)

Address	Application No.	Committee date	BTC Decision	Description	Comments	CBC Outcome/Date	Called In
Shortmead Street, 60-62	20/00763/FULL	10/03/2020	No Objection	Change of use of out building to commercial use		Awaiting Decision	
Shortmead Street, Land to the rear of 33	20/00985/FULL	28/04/2020	Objection - 1) Overdevelopment of the site. 2) The access to Sun Street will be compromised. 3) The privacy of the neighbours will be compromised. 4) There is inadequate parking	1) Resubmission of planning permission CB/19/03921	Virtual Council Meeting held 28/04/2020	Refused 19/05/2020	
Shortmead Street, Land to the rear of 33-57	20/01393/VOC	12/05/2020	Objection - 1) House type overbearing and not in keeping with original plan 2) BTC objected to height of building in the original application 3) Building too close to other housing and will have a detrimental impact BTC agreed to notify CBC that should they be minded to approve this application BTC would like it to be Called In	1) Variation to Condition 19 of Planning Permission CB/16/00181/FULL (Construction of 30 no. dwellings and associated road, demolition of commercial premises) Addition of working drawing for TH2 house type to approved plans RDC1034-TH2-200H		Consultation Period	
Tate Drive, 5	20/01272/FULL	28/04/2020	No Objection	Single storey UPVC rear conservatory	Virtual Council Meeting held 28/04/2020	Awaiting Decision	
Windermere Drive, 22	20/00241/FULL	25/02/2020	No Objection	Front porch extension and two storey side extension, removal of existing ground floor rear window, demolition of existing detached garage		Granted 18/03/2020	
Winston Crescent, The Grass Verge Adjacent to	20/01037/TDM	28/04/2020	Objection - 1) The site is unsuitable and an alternative needs to be found 2) The mast is impeding on the pavement 3) Is too close to the residential home and detriment in respect of light and privacy of adjacent residents	1) Prior Approval application: Proposed installation of 15m monopole mast with three antennas, two 300mm dish antennas, two associated radio equipment cabinets, associated electricity meter cabinet and development works as required		Refused 18/05/2020	

Development Management

Central Bedfordshire Council

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



Central
Bedfordshire

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

Contact Pat Longland
Direct Dial 0300 300 4431
Email planning@centralbedfordshire.gov.uk
Your Ref
Date 29 May 2020

Dear Mr Truppin,

Application No: CB/TCA/20/00242

Proposal: Works to trees within a Conservation Area: T1: Tree of Heaven to be felled due to root damage. T2: European Larch tree crown reduction of the Larch including reshaping and reduction of the overall size of the tree.

Tree 3: Sycamore Maple tree to be felled due to excessive growth.

Location: 40 Shortmead Street, Biggleswade, SG18 0AP

As a council we were already well prepared for agile working and operating a paper light planning application process. Most of our staff are now working from home but can be contacted as normal via e-mail or phone during working hours.

A number of staff are working flexibly around childcare - please leave a message and they will get back to you as quickly as they can. We will of course be keeping staffing levels and workloads under constant review in light of any cases of self-isolation and childcare needs.

Most applications can be registered remotely so please help us by making electronic submissions. Please also be advised that we are unable to offer case history copies at this time.

We are continuing to consult on planning applications and consider any comments made. Unfortunately at this time we will not be able to send hard copy plans to Parish and Town Council's in addition to electronic consultations. If you are unable to view plans then please contact the case officer to discuss.

Site visits by officers will only be carried out once the applicant/agent has first been contacted to discuss the suitability of a visit and whether arrangements can be made to accord with up to date advice on social distancing.

Case officers will then make a judgement as to whether a site visit can be made in a safe way – if this is not possible, we will discuss the potential for alternative ways of assessing the site or in appropriate cases request your agreement that consideration of the application be paused.

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

The 1st April Development Management Committee meeting has been cancelled and we are currently reviewing decision making for any committee items.

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

I have received an application to carry out work to tree(s) at the above property which is within the **Biggleswade Conservation Area**. You can view the application details and documents on our website by visiting:

<http://www.centralbedfordshire.gov.uk/tree-works-register>.

If you wish to comment on the application, please do so in writing by **19 June 2020** quoting the above application number.

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

Yours sincerely,

Pat Longland
Trees & Landscape Officer

Peter Keates
Head of Development & Regulation

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

please ask for Sian Cobb
direct line 0300 300 4378
e-mail building.control@centralbedfordshire.gov.uk
web-site www.centralbedfordshire.gov.uk
your ref
our ref CB/SN/20/0115
date 02 June 2020

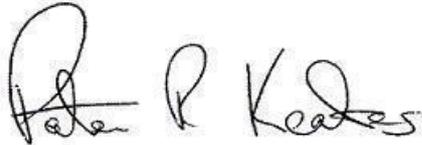
Dear Mr Truppin

Local Government Act 1985
Street Naming and Numbering
Location: 115 London Road, Biggleswade, SG18 8EX
Proposal: 70 Bedroom residential care home on site of former care sales building

I write to inform you that the Council has received the above application for addressing. The Building will retain the address of 115 London Road, but with the addition of the name **Mantles Court**.

It is not a requirement to consult with the Town Council with regards to building names, we are advising you out of courtesy.

Yours sincerely



Peter Keates
Head of Client & Development Services
Regeneration and Business Directorate