

**MINUTES OF A MEETING OF THE BIGGLESWADE TOWN COUNCIL HELD ON TUESDAY 22nd JULY
2008 AT THE OFFICES OF BIGGLESWADE TOWN COUNCIL, THE OLD COURT HOUSE,
SAFFRON ROAD, BIGGLESWADE**

Present: Cllr P Woodward (Chair), Cllr Mrs R Forbes, Cllr Mrs S Grayston, Cllr RGC Skinner,
Cllr D Smith, Cllr Mrs W Smith, Cllr S Watkins, Cllr G Wilson, Cllr PF Vickers
Mrs D A King - Town Clerk
Juliet Brookes - Finance Assistant
Derek Kemp - DK Beavers
M Humberstone, P Dean, N Titley
Laura Hutchinson - Biggleswade Chronicle
Members of the Public - 1

1. APOLOGIES

Apologies were received from Cllrs Mrs R Kerfoot, D Lawrence, Mrs J Lawrence and T Woodward

The Mayor addressed members under this item stating that there are some Councillors who fail to tender their apologies for meetings. He reminded members that apologies should be sent to the office as soon as possible and non-attendance due to unforeseen circumstances should be communicated to the office before 5.00 pm on the day of the meeting. Apologies should not be sent via other Councillors.

2. DECLARATION OF INTERESTS

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

- (a) Prejudicial interests in any agenda item - Cllr P F Vickers declared an interest in respect of items 10F and 10J listed on the agenda
- (b) Personal interests in any agenda item -
Cllrs P F Vickers and D Smith registered an interest as members of the District Council Development Control Committee in respect of planning applications listed on the Agenda.

3. TOWN MAYOR'S ANNOUNCEMENTS

The Mayor informed members that a copy of the Town and Parish Survey had been circulated on which Council has to respond and will be placed on the Planning Agenda on the 12th August.

4. PUBLIC OPEN SESSION

There were no matters discussed during the public open session.

5. INVITED SPEAKERS

Derek Kemp of RBS was present at the meeting to present and give an overview to members of the Accounts for the year ending 31 March 2008.

6. ACCOUNTS

a. Internal Audit Report (Final Update) 2007/2008

Members received a copy of the Internal Audit Report and agreed the recommendations on the Action Plan.

b. Accounts for the year ended 31st March 2007

Before reporting on the Accounts Derek Kemp stated he wished to comment on something carried over from last year in that he and the Clerk had agreed to look at the costs associated with the Farmers Market. This had involved a lot of detailed work and the conclusion was rapidly reached that the breakdown of costs would require subjective judgements and that it really did not make cost effective sense to try to do it. It was decided therefore that from his point of view it was only feasible to keep the income separate from the Saturday Market income as had been the case for some considerable time.

i. Statement of Internal Control and Financial Statements

Members were referred to pages 7 and 8 of the Accounts which had been circulated to members.

Although Biggleswade is not a larger Town Council, the accounts are prepared as if we were. The Council is required to look at the ongoing process of the internal control arrangements at the end of which a statement is prepared outlining internal control arrangements. This statement is then incorporated in the Financial Statements.

Members were then referred to the list of earmarked reserves at Appendix A. Members were reminded that at the Precept Meeting of 22nd January 2008 it was resolved that the balance on the new office provision fund be transferred to the Rolling Capital Fund and that a significant proportion of excess revenue reserves are also put into the capital fund after the year end accounts are put together. Members should now note this has been done and that £170,000 was transferred which was as budgeted and the total transferred to the capital rolling fund is £306,000 and the balance at the year end stood at £350,794.

Mr Kemp also stated that the Council is well financed and the general reserve balance meets the target of 25% of the Precept and the accounts are to be commended.

It was **RESOLVED** that:

- i. Members approve the Statement of Internal Control and Financial Statements
- ii. Members approve and adopt the Accounts and Statement of Accounts contained in the Annual Return for 2007/2008.
- iii. Members adopt and approve the Annual Governance Statement of the Annual Return for the year 2007/2008.

Council then formally acknowledged the hard work by the Accountant, Clerk and Finance Assistant.

c. Financial Administration

Members received and adopted the following accounts for June:

- i. Detailed Balance Sheet to 30th June 2008.
- ii. Summary of Income & Expenditure.
- iii. Current Bank Account, receipts and payments to 30th June 2008

d. Annual Audit 2006/2007

Members received and recorded external audit report for the year to 31st March 2007

7. BEDFORDSHIRE CONSTABULARY

There was no report.

8. MINUTES OF MEETINGS

- a. Members received and adopted Minutes of the Town Council meeting held on Tuesday 24th June 2008 at the Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade.
- b. Members received and adopted Minutes of the Public Lands & Open Spaces Committee meeting held on Monday 30th June 2008 at the Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade.
- c. Members received and adopted Minutes of the Planning Meeting held on Tuesday 8th July 2008 at the Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade.
- d. Members received and adopted Minutes of the Finance & General Purposes Committee meeting held on Tuesday 8th July 2008 at the Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade.

9. MATTERS ARISING - For information only

- a. Minutes of the Minutes of the Town Council meeting held on Tuesday 24th June 2008 - None
- b. Minutes of the Public Lands & Open Spaces Committee meeting held on 30th June 2008 - None
- c. Minutes of the Planning Meeting held on Tuesday 8th July 2008 - None
- d. Minutes of the Finance & General Purposes Committee meeting held on Tuesday 8th July 2008 - None

10. PLANNING APPLICATIONS

- a. **08/00683/FULL - 55 Wilsheres Road, Biggleswade.**
Single storey front & side extensions.

It was **RESOLVED** that the Town Council raise no objection to this application provided the neighbours are consulted and that any comments they may make are considered by MBDC in their deliberations. In addition, the District Council is to ensure that their guidelines on the size of the proposed extension to the principle dwelling are complied with in order to eliminate detriment in respect of light and privacy of adjacent residents.

- b. **08/01179/FULL - 238 London Road, Biggleswade.**
Full: Extension of existing outbuilding to create annexe. Regularisation of planning approval 06/00127.

It was **RESOLVED** that the Town Council raise no objection to this application provided the neighbours are consulted and that any comments they may make are considered by MBDC in their deliberations. In addition, the District Council is to ensure that their guidelines on the size of the proposed extension to the principle dwelling are complied with in order to eliminate detriment in respect of light and privacy of adjacent residents.

- c. **08/01054/FULL - 6 Ullswater Close, Biggleswade.**
Full: The erection of aerial 10.8m high (7.3m retrospective).

It was **RESOLVED** that the Town Council raise no objection to this application.

- d. **BC/CC/2008/30 - Southlands Lower School, Kitelands Road, Biggleswade.**
Proposal: Erection of 3 aluminium framed canopies (part retrospective).

It was **RESOLVED** that the Town Council raise no objection to this application.

- e. **08/01056/FULL - Land & Buildings on the West Side of Foundry Lane, Biggleswade.**
Full: Change of use from B1 to car hand wash site. (Sui Generis).

It was **RESOLVED** that the Town Council raise no objection in principle to this application providing it is of a temporary nature and would not wish to see anything which would prejudice the long term development of this area.

f. 08/01181/FULL - Land Adjacent Fairlands, Chapel Fields, Biggleswade.

Full: Erection of 1 no. 3 bed dwelling & new access.

It was **RESOLVED** that the Town Council **OBJECT** to this application as it is considered the access is inadequate and dangerous.

g. 08/01258/FULL - 28 Courtlands Drive, Biggleswade.

Full: To convert existing flat roof of rear extension into a sloping roof with added insulation.

It was **RESOLVED** that the Town Council raise no objection to this application.

h. 08/01131/FULL - Land Between 33 to 35 & 44 to 46 Rowan Crescent, Biggleswade.

Full: Proposed car parking 20 no. spaces including 4 no. disabled bays. (Amendments).

It was **RESOLVED** that the Town Council raise no objection to this application.

i. 08/01281/FULL - 2 South View, Biggleswade, SG18 8BZ

Full: First Floor extension.

It was **RESOLVED** that the Town Council raise no objection to this application provided the neighbours are consulted and that any comments they may make are considered by MBDC in their deliberations. In addition, the District Council is to ensure that their guidelines on the size of the proposed extension to the principle dwelling are complied with in order to eliminate detriment in respect of light and privacy of adjacent residents.

j. 08/01272/FULL - The Black Bear, 10 Hitchin Street, Biggleswade.

Full: Erection of 8 Flats and associated works.

It was **RESOLVED** that the Town Council **OBJECT** to this application as it considers it is an overdevelopment in a conservation area, not in character with the surrounding area and out of keeping with the street scene.

k. 08/01301/FULL - 15 Market Square, Biggleswade

Full: Installation of new timber shop front

It was **RESOLVED** that the Town Council raise no objection to this application.

11. ITEMS FOR CONSIDERATION

a. Proposal to remove Cllr Rook from all Town Council Committees deferred from Town Council Meeting of 24th June

It was **RESOLVED** that Cllr Rook is removed from all Town Council Committees.

Cllr Mrs R Forbes objected to this resolution.

b. Contribution to the Management of Biggleswade Recreation Centre

It was **RESOLVED** that The Town Council contribute the sum of £5000 towards the operating cost of the centre, as in previous years.

c. White Hart Car Park - 2 hr parking

The Town Council considered correspondence from a shop owner regarding the monitoring of the above car park and cars being parked there all day which is resulting in a loss of business for him and other shops.

It was **RESOLVED** that the person concerned be informed that the Town Council had asked an outside company to carry out a review and report on all the Town Council car parks including the White Hart car park and it was anticipated this would be completed in the very near future.

12. ITEMS FOR INFORMATION

a. Site Allocations DPD - Issues and Options Consultation

It was **RESOLVED** that the above documentation be noted.

13. PUBLIC OPEN SESSION

Mr King asked members to confirm that action was to be taken against Cllr Rook in regard to his harassment of the Clerk and his failure to declare an interest in discussions which took place regarding market matters.

Both Cllrs Mrs Smith and Mrs Grayston confirmed that the matter could be referred to the Ethics and Standards Committee, if the Town Clerk agrees, but this was not something the Council could do as a body but had to be raised by an individual. However, they both undertook to prepare a complaint together with all the necessary supporting material.

Mr King reminded the Council that if any action was not forthcoming then he would make the complaint himself but if that were the case it would lay the Council open to charges of failing in their duty of care to one of their employees, namely the Town Clerk.

14. CONFIDENTIAL BUSINESS

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

