

**MINUTES OF BIGGLESWADE ANNUAL STATUTORY MEETING HELD ON TUESDAY 11 MAY 2010 AT THE
OFFICES OF BIGGLESWADE TOWN COUNCIL, THE OLD COURT HOUSE, SAFFRON ROAD
BIGGLESWADE**

Present: Cllr Mrs W Smith (Chair), Cllr Mrs J Lawrence, Cllr D Lawrence, Cllr D Smith,
Cllr T Woodward, Cllr P Woodward, Cllr S Watkins, Cllr P Vickers, Cllr Mrs S Grayston,
Cllr Mrs R Kerfoot, Cllr R Skinner, Cllr P Rook, Cllr G Wilson
Rob McGregor – Town Clerk
Sue Crowther – Administrative Assistant
Members of the Public - 2

1. ELECTION OF TOWN MAYOR FOR THE YEAR 2010/2011

It was **RESOLVED** that Cllr Mrs Wendy Smith be elected to the office of Town Mayor for the year 2010/2011.

2. DECLARATION OF ACCEPTANCE OF OFFICE

The Town Mayor, Cllr Mrs W Smith signed the Declaration of Acceptance of Office.

3. ELECTION OF DEPUTY MAYOR FOR THE YEAR 2010/2011

It was **RESOLVED** that Cllr Tim Woodward be elected to the office of Deputy Mayor for the year 2010/2011.

4.. DECLARATION OF ACCEPTANCE OF OFFICE

The Deputy Town Mayor, Cllr T Woodward signed the Declaration of Acceptance of Office.

5. MEMBERSHIP OF STANDING COMMITTEES

a. It was **RESOLVED** that membership of Standing Committees be adopted as follows;

Planning

Cllr G Wilson, Cllr Mrs J Lawrence, Cllr D Lawrence, Cllr Mrs W Smith, Cllr D Smith,
Cllr T Woodward, Cllr P Woodward, Cllr S Watkins, Cllr Mrs R Forbes, Cllr Mrs S Grayston,
Cllr Ms R Kerfoot, Cllr D Albone, Cllr R Skinner, Cllr P Rook, Cllr P Vickers.

Finance and General Purposes

Cllr D Albone, Cllrs Mrs S Grayston, Cllr D Lawrence, Cllr P Rook, Cllr P Vickers, Cllr S Watkins,
Cllr T Woodward, Cllr D Smith, Cllr Mrs W Smith

Public Land & Open Spaces

Cllr Mrs R Forbes, Cllr Mrs J Lawrence, Cllr P Rook, Cllr R Skinner, Cllr D Smith,
Cllr Mrs W Smith, Cllr S Watkins, Cllr G Wilson, Cllr T Woodward

Off Street Car Parking

Cllr Ms R Kerfoot, Cllr D Lawrence, Cllr Mrs J Lawrence, Cllr P Rook, Cllr R Skinner,
Cllr D Smith, Cllr Mrs W Smith, Cllr G Wilson, Cllr T Woodward.

Personnel

Cllr Mrs S Grayston, Cllr D Lawrence, Cllr Mrs J Lawrence, Cllr P Rook, Cllr R Skinner,
Cllr D Smith, Cllr Mrs W Smith, Cllr G Wilson, Cllr P Woodward, Cllr Mrs R Kerfoot.

Appeals

Cllr D Albone, Cllr Mrs R Forbes, Cllr P Vickers, Cllr S Watkins, Cllr T Woodward

- b. It was **RESOLVED** that appointments of Chair of each Committee be adopted as follows:

Planning	Cllr Mrs W Smith
Finance and General Purposes	Cllr P Vickers
Public Land and Open Spaces	Cllr G Wilson
Off Street Car Parking	Cllr D Lawrence
Personnel	Cllr Mrs J Lawrence
Appeals	Cllr P Vickers

6. **APPOINTMENTS OF REPRESENTATIVES**

It was **RESOLVED** that appointments to the following bodies be adopted as follows:

Bedfordshire Association of Town & Parish Councils	Cllr S Watkins
Bedfordshire Town Councils Group	Cllr T Woodward
Biggleswade Twinning Committee	Cllr R Skinner
Crime Prevention Panel	Cllrs G Wilson and Cllr P Woodward. substitute: Cllr T Woodward
Parish Paths Partnership (P3)	Cllr R Skinner, Cllr D Albone
Sir John Cotton Educational Foundation	Cllr Mrs J Lawrence
County-Wide Assembly	Cllr D Lawrence
Biggleswade Town Plan Steering Group	Cllr Mrs S Grayston, Cllr Ms R Kerfoot, Cllr R Skinner

7. **APOLOGIES FOR ABSENCE**

Apologies were received from Cllr Mrs R Forbes and Cllr D Albone.

8. **DECLARATIONS OF INTEREST**

- (a) **Prejudicial Interests** – There were no prejudicial interest declared.
- (b) **Personal Interests** – Cllr P F Vickers registered an interest as a member of the Central Bedfordshire Management Development Committee in respect of planning applications listed on the agenda.

Cllr R Skinner registered an interest in item 14a as listed on the agenda.

9. **TOWN MAYOR'S ANNOUNCEMENTS**

The Mayor announced that the Town Plan Action Plan meeting will be held on Tuesday 1 June in Council Chamber commencing at 7pm.

10. **PUBLIC OPEN SESSION**

Mr Lawrence addressed Members regarding item 14a as listed on the agenda. He said that there are many places along the Railway area and toward Dells Lane that are littered with rubbish and that perhaps a wider remit could be suggested to Network Rail.

11. **MINUTES OF MEETINGS**

Members received and adopted minutes of the Town Council Meeting held on Tuesday 27 April 2010 at the Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade.

12. **MATTERS ARISING**

Minutes of the Town Council Meeting held on 27 April 2010 – none.

13. PLANNING APPLICATIONS

a. **CB/10/01451/FULL – 38 Dells Lane, Biggleswade.**

Full: Extension to link house to garage.

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 CBC in their deliberations. In addition, the 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. **CB/10/01481/FULL – 11 Saffron Road, Biggleswade.**

Full: Proposed rear refurbishment & single storey 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 CBC in their deliberations. In addition, the 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.

14. ITEMS FOR CONSIDERATION

a. **Litter and Fly-Tipping – Rose Lane railway banks and adjacent areas**

A letter was received from a Biggleswade resident who is concerned about the amount of litter and fly-tipping at Rose Lane railway banks and adjacent areas.

The main areas of concerns are:

1. Railway bank Rose Lane side, between Crab Lane and Potton Road bridges.
2. The banks both sides and at both ends of Potton Road bridge – particularly the area adjacent to Quince Monumental Masons and Reynolds Close flats.
3. The banks adjacent to the crossroads of Crab Lane bridge/Sun Street/Rose Lane

It is a considerable number of years since any clear up operation has been conducted by the responsible body and as a result the accumulation of litter and fly-tipping has become an eyesore and constitutes a health hazard. He has contacted Cllr Rex Skinner who met this gentleman on site to view and discuss the problem. Cllr Skinner has tried to obtain a firm commitment from Network Rail to address the problem, but so far that commitment does not appear to be forthcoming.

He is requesting that Town Council adds its weight, as an authoritative body, to Cllr Skinner's efforts, by writing to Network Rail with a view to an initial clean-up followed by a commitment to inspect and clear the area bi-annually.

It was **RESOLVED** that a letter be written to Network Rail to request that they clear-up and maintain the area, and, additionally all areas along the railway banks through the town, and that a copy of the letter be sent to Alistair Burt MP.

b. **Proposal to introduce recycling bins at Acorn Centre**

Members were asked to consider a proposal from the Town Clerk to introduce the recycling of part of the waste collected on the litter bins around Town Council sites.

Town Council currently dispose of all waste collected from the litter runs over a one year period to landfill sites, this equates to about 162 cubic metres.

Town Council have been running an experiment of separating out recyclable materials whilst carrying out litter runs, and over a 4 week period these materials equate to around 2 cubic metres.

Cost per cubic metre of waste going to landfill = **£23.35**

Cost per cubic metre of waste going for recycling = **£15.65**

In the first year it is estimated that Town Council could collect 24 cubic metres of recyclable waste.

It was **RESOLVED** that Town Council introduce a mixed recycling bin at the Acorn Centre depot.

c. **Update of item 5b of PLOS meeting held on 16 June 2009**

At the PLOS meeting held on 16 June when it was **RECOMMENDED** costs be obtained for play equipment at Kitelands Road Recreation Ground and Eagle Farm Road.

Town Council has 106 monies that are currently held with CBC that are due to expire if they are not used before the end of May 2010.

Plans of proposed equipment are displayed in Town Council Chamber from 5 May 2010.

Members are asked to consider the following quotations for equipment to be installed in Kitelands Road Recreation Ground;

Quotation A – Option 1	£26,311 ex VAT
Quotation A – Option 2	£18,085 ex VAT
Quotation B	£32,404.60 ex VAT
Quotation C	£29,964.00 ex VAT
Quotation D	£25,970.00 ex VAT
Quotation E – Option 1	£18,840.00 ex VAT
Quotation E – Option 2	£23,760.00 ex VAT

It was **RESOLVED** that **Quotation B** be accepted.

15. **ITEMS FOR INFORMATION**

a. **Minutes of Allotment Officers Forum**

Town Council received the minutes of the Allotment Officers Forum, which was attended by the Town Clerk on 9 March 2010, and a copy is attached to this agenda.

It was **RESOLVED** that this be noted.

16. **PUBLIC OPEN SESSION**

There were no items discussed during the public open session

17. **CONFIDENTIAL BUSINESS**

It is advisable that in the public interest, the public and press are excluded whilst the Exempt Items appertaining to paragraph 8, 9 and 11 of the 1985 (Act) and that they are requested to withdraw.