

**MINUTES OF BIGGLESWADE TOWN COUNCIL MEETING HELD ON TUESDAY 21 JUNE 2011 AT THE
OFFICES OF BIGGLESWADE TOWN COUNCIL, THE OLD COURT HOUSE, SAFFRON ROAD
BIGGLESWADE**

Present: Cllr Mrs W Smith (Chair), Cllr G Wilson, Cllr P Woodward, Cllr Mrs H Ramsay, Cllr Mrs M Russell, Cllr D Albone, Cllr R Skinner, Cllr P Vickers, Cllr I Bond, Cllr B Briars, Cllr S Watkins, Cllr Ms Sarah Mulchrone
Juliet Brookes – Finance Assistant
Derek Kemp – RBS Accountancy
Members of the public - 3

1. APOLOGIES

Apologies were received from Cllr T Woodward, Cllr Mrs J Lawrence and Cllr D Lawrence.

Cllr B Briars arrived late at the meeting.

2. DECLARATION OF INTERESTS

(a) **Prejudicial interests** - there were no prejudicial interests declared

(a) **Personal Interests**

Cllr P F Vickers registered an interest as members of the Central Bedfordshire Management Development Committee in respect of planning applications listed on the agenda.

Cllr D Albone registered an interest in Item 9a

3. TOWN MAYOR'S ANNOUNCEMENTS

There were no Town Mayors announcements

4. PUBLIC OPEN SESSION

There were no items discussed during the public open session

5. BEDFORDSHIRE CONSTABULARY

No members of Bedfordshire Constabulary attended and no report was submitted

6. INVITED SPEAKERS

There were no Invited Speakers

7. ACCOUNTS

a. Internal Audit Report (Final Update) 20010/2011

For members to receive a copy of the Internal Audit Report and agree the recommendations on the Action Plan.

Cllr Mrs W Smith asked whether there were any questions or concerns on the above Audit Report.

Cllr Mrs M Russell, with reference to page 5, asked if someone could explain to her Fidelity Guarantee. Mr D Kemp from RBS Accountancy advised Cllr Mrs M Russell and informed the Council that with all the internal procedures currently in place he felt that the cover was adequate.

Cllr Mrs M Russell, with reference to page 6, asked what the sales ledger debts consisted of and whether we had received payment for these. Juliet Brookes advised that the debts consisted of, pitch hire, allotment rent, and refuse collection and that the majority of these outstanding payments had now been received.

Cllr Mrs M Russell, with reference to page 8, asked what the loan was for those that were listed. Mr D Kemp, advised that the loan for PWLB was for the purchase of the Old Courthouse, he was unsure what the loan for District Council was for, as this was for a very small amount, which had been running for a very long time.

Mr D Kemp wanted to advise the Council with reference to page 9. He explained that the figures in question were different to year end close down. This had happened due to the Finance Assistant inputting a couple of figures into the "old" year instead of the "new" year (April 2011). All had been amended to reflect the error, which led to no substantial change in the figures. Box 8 had changed slightly from the figures that they had received. All paperwork that had been submitted to Council this evening was correct.

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

b. Accounts for the year ended 31st March 2011 (attached)

Mr D Kemp went through the Annual Return 31 March 2011 in detail with the Council. He had advised them that again box 8 had changed slightly to what they had originally received.

He read through each question on the Annual Governance Statement and explained what each question meant. He advised that Question 9 should read N/A and not Yes as stated. This was amended on the Annual Return.

- i. Members approved and adopted the Accounts and Statement of Accounts contained in the Annual Return for 2010/2011.
- ii. Members approved and adopted the Annual Governance Statement of the Annual Return for the year 2010/2011.

It was agreed to **APPROVE** the Statement of Account for submission to the External Auditor

7. MINUTES OF MEETINGS

- a. Members received and adopted Minutes of the Annual Statutory meeting held on 10 May 2011 at the Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade.
- b. Members received and adopted Minutes of the Special meeting held on 24 May 2011 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 14 June 2011 at the offices of Biggleswade Town Council, The Old Court, Saffron Road, Biggleswade.

8. MATTERS ARISING

- a) Minutes of the Annual Statutory meeting held on 10 May 2011-

Item 6a, Cllr D Albone, requested when the Public Land and Open Spaces Committee were due to meet with regards to the Allotment Group. Cllr Mrs W Smith advised that a meeting was due to take place with the Allotment Group and that a Public Land and Open Spaces meeting would be arranged, she would speak to the Town Clerk on this matter.

Item 16d, Cllr Mrs H Ramsey asked whether we had an update on when a representative would be attending a meeting. Cllr Mrs W Smith, advised she would discuss this matter with the Town Clerk and he would update all.

Item 6b, Cllr R Skinner asked whether the Chair for each committee should be elected. He felt that from the Standing Orders item 42/43 that they should be elected at each of the first sub committee meetings. Cllr Mrs W Smith, felt that the Standing Orders were correct in line with the Chairs being elected on 10th May 2011 but would check with the Town Clerk.

- b) Minutes of the special meeting held on 24 May 2011-

Item 7, Cllr D Albone asked whether the Mayor had made the public aware of what had been decided on this item. Cllr Mrs W Smith advised that she would speak to the Town Clerk and Mayor on this matter.

Cllr M Russell asked where the Town Clerk was for this evenings meeting. Cllr Mrs W Smith advised that Mr McGregor had offered to attend the meeting but the Chair felt his personal commitment was of sufficient importance to him that he must go.

- c. Minutes of the Planning meeting held on 14 June 2011 –

Cllr Mrs M Russell advised that it was noted that Cllr D Lawrence arrived late at the meeting, but hadn't specified on what item, as she believed he attended very late. She asked whether for future reference for the public record, that if any Councillors arrived late to a meeting that we state clearly on the minutes at what Agenda Item they arrived.

9. **PLANNING APPLICATIONS**

- a. **CB/11/1920/FULL – 50 Drove Road, Biggleswade**

Change existing single storey rear roof to pitch roof & erect a single storey rear 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.

- b. **CB/11/1755/FULL – 6 Crowther Court, Biggleswade**

Installation of replacement windows and doors

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.

- c. **CB/11/1759/FULL – 2 Crowther Court, Biggleswade**

Installation of replacement windows and door to front and rear of property.

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.

- d. **CB/11/01678/FULL - 9 Bittern Drive, Biggleswade**

Proposed single storey rear and part single and part first floor side 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.

- e. **CB/11/01859 – 5 Crowther Court, Biggleswade**

Installation of replacement windows and doors

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.

- f. **CB/11/01981/ADV – 23 Hitchin Street, Biggleswade**

Advertisement: New Shop fascia sign

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

g. CB/11/01817/FULL – 1 Crowther Court, Biggleswade

Install replacement windows and door to property

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.

h. CB/11/01965/FULL – 4 Crowther Court - Biggleswade

Install replacement windows and door to property

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.

i. CB/11/01846/FULL – 14 Albone Way, Biggleswade

Relocation of boundary fencing along Hitchin Street.

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

j. CB/11/01950/FULL – Flat 12, Crowther Court, Biggleswade.

Replace windows to front, side & rear of property & new front door with fanlight above.

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.

k. CB/11/02005/RM – Land South of Potton Road, Biggleswade.

Reserved Matters: Layout, scale, appearance & landscaping of internal roads & means of access to residential blocks 15 & 16 together with associated foul & surface water drainage (pursuant to outline planning application MB/03/01205/OUT DATED 13 November 2006).

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

Following a response from CBC regarding items I, M and N which Town Council raised 'Holding Objections' to at the Planning meeting held on 14 June 2011, Members were asked to re-consider these applications.

l. CB/11/01715/REN – Land & buildings on the North West side of Back Street, Biggleswade.

Erection of additional no.1 bedroom terrace dwelling to previously approved development 04/01185/FULL approved on planning permission MB/08/00514/FULL dated 19 May 2008.

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

m. CB/11/01798/FULL – 23 Hitchin Street, Biggleswade

Replacement of shop front window

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

n. CB/11/01734/REN – Land to rear of 161/163, Hitchin Street, Biggleswade.

Erection of residential unit with stores & garaging for existing properties (All matters reserved except access).

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

10. ACCOUNTS

a. Financial Administration

- i) Members received and adopted the following accounts:
 - i. Detailed Balance Sheet to 30 April 2011
 - ii. Summary of Income & Expenditure.
 - iii. Current Bank Account, receipts and payments to 30 April 2011
- ii) Members received and adopted the following accounts:
 - i. Detailed Balance Sheet to 31 May 2011
 - ii. Summary of Income & Expenditure.
 - iii. Current Bank Account, receipts and payments to 31 May 2011

Cllr Mrs M Russell, asked if the Town Clerk could arrange for Derek Kemp from RBS Accountancy to hold a meeting to run through all the sheets with all Councillors, to ensure that they have the full understanding of the above paperwork. Cllr Mrs W Smith advised that she would discuss this matter with the Town Clerk and would ask for him to arrange this.

11. ITEMS FOR CONSIDERATION

a. Request from James Harris Funfairs

James Harris has paid for the rental of the White Hart Car Park, for 2 dates in May and has asked permission to hire the car park for 3 more dates throughout the summer if possible. Dates to be confirmed.

It was **RESOLVED** that permission be granted and that the Town Clerk obtain dates.

b. Request to carry out tree work in Biggleswade Conservation Area – CB/TCA/11/00136 21 London Road, Biggleswade

Central Bedfordshire Council has written to Town Council informing that they have received an application to carry out work to tree(s) at a property in London Road which is within the Biggleswade Conservation Area, the details of which are attached.

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

12. ITEMS FOR INFORMATION

a. Family Cycle Ride from Biggleswade and Sandy (Bike Week 2011)

Correspondence was received from CBC to inform Town Council of a family cycle ride from Sandy to Biggleswade and back again on Sunday 26 June. The rides start from the Market Squares at 10.30am in both Biggleswade and Sandy and will take a course to the other town via Biggleswade Common. Registration starts at 10am and is suitable for all ages and abilities, the route will follow National Cycle Route 12 which links Biggleswade and Sandy and will be led by experienced cyclists. The ride should take approximately 50 mins, the return ride will start at about 1pm.

It was **RESOLVED** that this be noted

b. Street naming and numbering – Land adjacent to 3 Windermere Drive

CBC confirmed that the postal address for the dwelling being constructed at the above site will be:

3a Windermere Drive, Biggleswade

It was **RESOLVED** that this be noted

c. **Keech Hospice Care**

Keech Hospice Care have written to Town Council to send thanks for their grant of £500, they also enclosed a copy of their Spring Newsletter, both are attached to this agenda.

It was **RESOLVED** that this be noted

d. **Members' Customer Service Bulletin for period 09/05/2011 – 05/06/2011**

Town Council has received the Members' Customer Bulletin for period 09/05/2011 – 05/06/2011 and it is available to view in Council offices.

It was **RESOLVED** that this be noted

e. **Reply from CBC re Town Councils 'Holding Objection's to Planning Applications**

CBC has responded to the 3 Holding Objections:

CB/11/01715/REN – Land and Buildings on North West Side of Back Street, Biggleswade

CB/11/01798/Full – 23 Hitchin Street, Biggleswade

CB/11/01743/REN – Land to rear of 161/163 Hitchin Street, Biggleswade

A copy was attached to the agenda.

These planning applications were discussed under item 9 as listed on this agenda.

13. **PUBLIC OPEN SESSION**

Rob Green of the public asked whether the accounts which were available to view were for year ending March 2011. Cllr Mrs W Smith advised him that they were.