

**MINUTES OF BIGGLESWADE TOWN COUNCIL MEETING HELD ON TUESDAY 22 NOVEMBER 2011 AT
THE OFFICES OF BIGGLESWADE TOWN COUNCIL, THE OLD COURT HOUSE, SAFFRON ROAD
BIGGLESWADE**

Present: Cllr T Woodward (Chair), Cllr G Wilson, Cllr P Vickers, Cllr Mrs H Ramsay, Cllr Mrs M Russell, Cllr D Albone, Cllr R Skinner, Cllr B Briars, Cllr I Bond, Cllr P Woodward, Cllr Mrs J Lawrence, Cllr S Watkins, Cllr Mrs W Smith, Cllr Ms S Mulchrone
Rob McGregor – Town Clerk
Juliet Brookes – Finance Assistant
Sergeant Gary Kidd – Bedfordshire Constabulary
PCSO – Bedfordshire Constabulary
Members of the Public- 5

1. APOLOGIES

Apologies were received from Cllr D Lawrence

2. DECLARATION OF INTERESTS

(a) Prejudicial interests – there were no prejudicial interest declared

(a) Personal Interests

Cllrs 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 Mrs M Russell registered an interest on item 9d

Cllr Mrs H Ramsay registered an interest on item 9d

Cllr I Bond registered an interest on item 9d

Cllr P Woodward registered an interest on item 9d

Cllr Mrs J Lawrence registered an interest on item 9a

Cllr B Briars registered an interest on item 11e

Cllr T Woodward registered an interest on item 11e

3. TOWN MAYOR'S ANNOUNCEMENTS

The Mayor wanted to thank all Councillors and staff for their attendance to the Town Council Open Day and the Remembrance Day Service.

4. PUBLIC OPEN SESSION

A member of the public asked, due to the Pride in Day valuation and how successful the mobile Police Station was, and the rapid rate of growth of the community, would the Police please review the position of the Police Station for greater and easier access.

A Member of the public advised that the minutes of the Council meeting held on 27.09.11 were not featured on the Town Council website until 18.11.11, he felt that this timescale was unacceptable. The Mayor advised that it was unfortunate that he was unable to sign off the minutes, due to being hospitalised which had led to the delay on this occasion. The member of the public also asked if we could feature provisional minutes on line, before the meeting, as these are handed out as an attachment with the Agenda. The Mayor advised that this would be discussed when the website was being reviewed.

A member of the public asked whether the Agenda was published on the website. The Mayor advised that they were not, although the Public Notices were. Cllr Mrs H Ramsay advised that the Agenda was featured on both the Town Councils noticeboards. Cllr S Watkins, advised that it would be of benefit to the Council financially if the Agenda could be made available via the website. Again the Mayor advised that this would be discussed when the website was being reviewed.

5. BEDFORDSHIRE CONSTABULARY

Sergeant Gary Kidd formally introduced himself and advised all of the changes.

Biggleswade would now benefit from a Local Policing Team, consisting of himself, and 10 PCSO Officers, who would also cover surrounding areas.

Members received a crime figure report from Bedfordshire Police.

Sergeant Gary Kidd advised the Town Council that these figures would be presented in this format monthly.

He advised that vehicle crime had reduced compared to last year, although petrol drive outs, due to increase in fuel costs, had risen.

He advised that another event like Pride in Day was to be arranged hopefully for December, but details needed to be confirmed.

Cllr G Wilson asked if the report could be more specific to where burglaries occur, so that all could be more vigilant.

Sergeant Gary Kidd advised that it could be possible to advise street names, but he could not identify properties.

Cllr Mrs J Lawrence asked if more patrols could be available due to speeding vehicles along Shortmead Street, as she felt the problem was worsening.

Sergeant Gary Kidd advised that he would look into this problem. He also advised that the only downside to the recent policing changes with SMT Officers has now meant that they had lost easy access for speed checks. He also advised the members of the speed watch facility that was featured in the crime figure report.

Cllr R Skinner asked if the Anti Social behaviour within the town centre was drink related, as the Market Square is a no drinking zone. Sergeant Kidd advised that not all were drink related, and that unfortunately town centres attract youths.

Cllr Mrs H Ramsay asked if anyone was interested in receiving details of the Speed Watch, would it be acceptable to forward his details to them. He advised that he would be happy for his details to be passed on.

Cllr G Wilson wanted to congratulate Sergeant Gary Kidd on attending the meeting, and advised that he was a breath of fresh air.

6. INVITED SPEAKERS

There were no invited speakers

7. MINUTES OF MEETINGS

- a. Members received and adopted Minutes of the Council meeting held on 25 October 2011 at the Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade.
- b. Members received and adopted Minutes of the Planning meeting held on 8 November 2011 at the Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade.

8. MATTERS ARISING

- a. Minutes of the Council meeting held on 25 October 2011 – Cllr Mrs J Lawrence advised that on page 2, paragraph 2, 'there' was spelt wrong.
Cllr Mrs J Lawrence advised that Item 11a, should read Scientists from Cambridge
Cllr D Albone advised that Item 11a the list should be amended, to remove Newton and replace with Babbage, remove Fowler and replace with Turing.
Cllr Mrs M Russell, advised that Item 10a, the 1st line should be removed.
- b. Minutes of the Planning meeting held on 8 November 2011
Cllr Mrs M Russell advised that Cllr I Bond registered a prejudicial interest to Item 4e.

9. **PLANNING APPLICATIONS**

- a. **CB/11/03409/FULL – Beaumont Park Nursing Home, Shortmead Street, Biggleswade**
Two storey and basement side extension to provide 12 nursing bedrooms and associated support facilities and additional parking spaces.

It was **RESOLVED** that the Town Council raise **NO OBJECTION PROVIDING** that the extension is built sympathetically and in keeping with the existing building.

- b. **CB/11/04009/VOC – Unit 3 Shortmead Industrial Estate, Sun Street**
Variation of Condition: Removal of condition 3 relating to planning permission MB/02/00781 dated 17/06/02.

It was **RESOLVED** that the Town Council **OBJECT** to the removal of the planning condition.

- c. **CB/11/04027/FULL – 5 Snowdrop Walk, Biggleswade**
Erection of part single and part two storey rear extension

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

- d. **CB/11/040258/FULL – Stratton Upper School, Eagle Farm Road, Biggleswade**
Retention of one double temporary unit

It was **RESOLVED** that the Town Council raise no objection to the application on condition that a two year limit applied.

10. **ACCOUNTS**

- a. **Financial Administration**

Members received and adopted the following accounts:

- i. Detailed Balance Sheet to 30 September 2011
- ii. Summary of Income & Expenditure.
- iii. Current Bank Account, receipts and payments to 30 September 2011
- v Business Reserve Bank Account, receipts and payments to 30th September 2011

- b. Members received and adopted the following accounts:

- i. Detailed Balance Sheet to 31 October 2011
- ii. Summary of Income & Expenditure.
- iii. Current Bank Account, receipts and payments to 31 October 2011
- v Business Reserve Bank Account, receipts and payments to 31st October 2011

11. **ITEMS FOR CONSIDERATION**

- a. **Request from The Village Band**

Correspondence has been received from The Village Band to request permission for 4 to 6 of their members to play on Biggleswade Market Square on Saturday 17 December from 1pm to 2.30pm (approx)

It was **RESOLVED** that the Town Council agree to this request, on condition that this does not clash with any other events.

Cllr P Vickers asked the Council if they would like him to approach Mr Saunders to providing the organ for the Xmas Eve market as before. It was agreed that Cllr P Vickers arrange this.

- b. **Central Bedfordshire Car Parking Strategy Engagement Workshops – 30 November and 9 December 2011**

CBC in association with Amey, wish to invite Councillors to one of the two workshops being held to discuss the Council's draft Car Parking Strategy on the dates above.

Wednesday 30 November the workshop will be held at The Grove Theatre, Grove Park, Court Drive Dunstable, Beds LU5 4GP and 9 December the location is CBC, Priory House, Chicksands, Shefford, Beds SG17 5TQ. The workshops will be held between 14.00 and 18.30hrs and Light refreshments will be provided.

It was **RESOLVED** that Cllr S Watkins and Cllr D Lawrence attend.

c. Joint Partnership Committee

At a workshop on Tuesday 8 November 2011 the Council members present agreed in principle to setting up a Joint Partnership Committee with Central Bedfordshire Council, with a view to develop the greater confines of Biggleswade.

The Committee when formed will consist of 5 CBC Councillors and 5 BTC Councillors, with a non-voting co-opted member from the Chamber of Trade. The Committee will meet quarterly.

The Committee will operate under the Town Council's Standing Orders and the terms of the Committee will be incorporated into CBC's constitution.

The Chair of the Committee will be a CBC Councillor and the Vice Chair will be a BTC Councillor. It was generally agreed that members would serve on the Committee for a period of four years or the nearest election.

Members are asked to consider setting up the Joint Partnership Committee and consider the election of 5 Councillors to serve on this Committee.

It was **RESOLVED** that other than to agree to accept the costs of the secretary for the Joint Committee within the Council precept, the Town Council waits to hear what is proposed by Central Bedfordshire Council in their December Meeting before agreeing the final detail.

Cllr Mrs J Lawrence asked that her name be recorded for the resolution.

d. For Council to approve recommendations of the Finance and General Purposes meeting held on 15 November 2011 with the exception of item 5a which will be placed before the Council meeting on 24 January 2012.

Item number as listed on F&GP agenda:

5b. Financial Risk Assessment and Review

Members considered and reviewed the Financial Risk Assessment.

It was **RECOMMENDED** that the Financial Risk Assessment be agreed.

5c. Public Liability

Members considered and reviewed the Public Liability Insurance featured on page 5 of Insurance Policy.

It was **RECOMMENDED** that as the current level of insurance is adequate, that it be reviewed next year.

5d. Fidelity Insurance

Members considered and reviewed the level of Fidelity Insurance featured on page 12 of Insurance Policy.

It was **RECOMMENDED** that as the current level of insurance is adequate, that it be reviewed next year.

5e. Insurance Policy

For members to consider the Town Councils Insurance Policy to determine that cover is appropriate.

It was **RECOMMENDED** that the current level of insurance is adequate **BUT** prior to the renewal date three quotations be obtained and a three year contract looked at.

5f. Treasury/Deposit/investment

Members considered the proposals to be submitted at the meeting by Derek Kemp from DCK Beavers. It was **RECOMMENDED** to agree with the proposals submitted by Derek Kemp.

5g. Notice of objection from an electorate for the year end accounts 31st March 2011

Members were updated on the above objection.

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

5i. Internal Audit

Members reviewed the Internal Audit.

(A copy of review of effectiveness for Internal Audit 27.11.11 was attached to the agenda)

It was **RECOMMENDED** that the review of effectiveness for the Internal Audit be approved.

5j. Allotments

Members considered a concession for Allotment holders.

It was **RECOMMENDED** that there be no concessions for allotment holders.

It was **RESOLVED** that recommendations **5b, 5c, 5d, 5e, 5f, 5g, 5i** and **5j** were approved.

e. Requests from Holmemead Middle School and Edward Peake Middle School re Carol singing in the Market Square

Correspondence has been received from Holmemead Middle School and Edward Peake Middle School requesting permission for students to sing carols in the Market Square on Tuesday 13 December.

If permission were to be granted they are happy to liaise between themselves as to whether this would be a joint venture or they would sing at different times.

Members are asked to consider these requests.

It was **RESOLVED** that the Town Council agree to this request

12. ITEMS FOR INFORMATION

a. Evaluation of 'Pride in Day' held on Wednesday 26 October 2011

The above evaluation has been received and a copy is attached to this agenda.

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

b. Minutes of the Biggleswade Town Plan Steering Group – 12 September 2011

A copy of the above minutes has been received by Town Council and a copy is attached to this agenda.

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

c. Update on repair work at The Old Courthouse, Saffron Road

A contract meeting was held on Monday 14 November regarding the above work, and a copy of the report is attached to this agenda.

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

d. Appointment of new Lord Lieutenant of Bedfordshire

Town Council has been notified that Sir Samuel Whitbread will be retiring in February 2012 and the new Lord Lieutenant of Bedfordshire will be Helen Nellis.

A copy is attached to this agenda.

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

e. Appeal by The Co-Operative Group – Site at Land To The North of, Edworth Road, Langford

CBC has notified Town Council that the Public Inquiry into the above will resume on **Tuesday 6 December 2011 at Langford Village Hall, Mill Lane, Langford, Beds SG18 9LZ**

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

13. PUBLIC OPEN SESSION

There were no items discussed during the public open session

14. 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.

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