

**MINUTES OF BIGGLESWADE ANNUAL STATUTORY MEETING HELD ON TUESDAY 8 MAY 2012 AT THE
OFFICES OF BIGGLESWADE TOWN COUNCIL, THE OLD COURT HOUSE, SAFFRON ROAD
BIGGLESWADE**

1. **Present:** Cllr Mrs H Ramsay (Chair), Cllr Mrs J Lawrence, Cllr D Lawrence, Cllr Mrs W Smith, Cllr P Vickers, Cllr Ms S Mulchrone, Cllr I Bond, Cllr Mrs M Russell, Cllr D Albone, Cllr B Briars, Cllr R Skinner
Rob McGregor – Town Clerk
Louise Wilcox – Deputy Town Clerk
Sue Crowther – Administrative Assistant
Cllr M Jones – Central Bedfordshire Council
Sam Vernon – Biggleswade Chronicle
Members of the public - 7

2. **ELECTION OF TOWN MAYOR FOR THE YEAR 2012/2013**

It was **RESOLVED** that Cllr Tim Woodward be elected to the office of Town Mayor for the year 2012/2013.

3. **DECLARATION OF ACCEPTANCE OF OFFICE**

Cllr T Woodward will sign the Declaration of Acceptance of Office at the next Planning meeting on 12 June 2012.

4. **ELECTION OF DEPUTY MAYOR FOR THE YEAR 2012/2013**

It was **RESOLVED** that Cllr Mrs H Ramsay be elected to the office of Deputy Mayor for the year 2012/2013.

5. **DECLARATION OF ACCEPTANCE OF OFFICE**

The Deputy Town Mayor, Cllr Mrs H Ramsay signed the Declaration of Acceptance of Office.

6. **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 T Woodward, Cllr P Woodward, Cllr S Watkins, Cllr D Albone, Cllr R Skinner, Cllr P Vickers, Cllr Mrs M Russell, Cllr Mrs H Ramsay, Cllr I Bond, Cllr B Briars, Cllr Ms S Mulchrone

Finance and General Purposes

Cllr D Lawrence, Cllr P Vickers, Cllr Mrs M Russell, Cllr Mrs H Ramsey, Cllr P Woodward, Cllr Mrs W Smith, Cllr I Bond, Cllr B Briars, Cllr G Wilson

Public Land & Open Spaces

Cllr Mrs J Lawrence, Cllr R Skinner, Cllr Mrs W Smith, Cllr S Watkins, Cllr G Wilson, Cllr Ms S Mulchrone, Cllr I Bond, Cllr B Briars, Cllr P Vickers

Off Street Car Parking

Cllr D Lawrence, Cllr R Skinner, Cllr Mrs W Smith, Cllr G Wilson, Cllr Mrs H Ramsay, Cllr S Watkins, Cllr Ms S Mulchrone, Cllr Mrs M Russell, Cllr D Albone

Personnel

Cllr D Lawrence, Cllr Mrs J Lawrence, Cllr R Skinner, Cllr Mrs W Smith, Cllr G Wilson, Cllr P Woodward, Cllr Mrs H Ramsay, Cllr Ms S Mulchrone, Cllr Mrs M Russell, Cllr B Briars

Appeals

Cllr D Albone, Cllr I Bond, Cllr P Vickers, Cllr S Watkins, Cllr T Woodward

At this point in the meeting the Chair suspended the Standing Orders in order that the following item be discussed

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

Planning	Cllr T Woodward
Finance and General Purposes	Cllr P Vickers
Public Land and Open Spaces	Cllr Mrs W Smith
Off Street Car Parking	Cllr Mrs M Russell
Personnel	Cllr Mrs J Lawrence
Appeals	Cllr I Bond

7. **APPOINTMENTS OF REPRESENTATIVES**

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

- i. Bedfordshire Association of Town & Parish Councils - Cllr Mrs M Russell
- ii. Highways - Cllr Mrs W Smith & Cllr Mrs M Russell
- iii. Biggleswade Twinning Committee - Cllr G Wilson, substitute Cllr R Skinner
- iv. Lets Talk Together - Cllr Ms S Mulchrone & Cllr Mrs H Ramsay
- v. Parish Paths Partnership (P3) - Cllr R Skinner & Cllr I Bond
- vi. Sir John Cotton Educational Foundation - Cllr Mrs J Lawrence
- vii. Fen Reeves Meetings - Cllr I Bond, substitute Cllr D Lawrence
- viii. Biggleswade Town Plan Steering Group - Cllr Mrs H Ramsay, Cllr I Bond & Cllr P Woodward
- ix. Ivel Valley Cycle Forum - Cllr D Albone

The Chair informed Members that as neither the Mayor nor Deputy Mayor are able to attend the Annual Assembly due to be held on Tuesday 22 May, a Chair needs to be appointed.

Members **AGREED** that Cllr P Vickers be appointed as Chair and that Cllr Mrs W Smith be appointed as Deputy Chair for the Annual Assembly.

8. **APOLOGIES FOR ABSENCE**

Apologies were received from Cllr T Woodward, Cllr P Woodward and Cllr S Watkins.

The Chair re-instated the Standing Orders.

9. **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.

Cllrs P Vickers, Mrs W Smith, Mrs J Lawrence, D Lawrence, G Wilson, Mrs H Ramsay, I Bond and Mrs M Russell declared a personal interest in item 14b (planning item) as listed on the agenda.

Cllr R Skinner declared a personal interest in item 15d as listed on the agenda.

10. TOWN MAYOR'S ANNOUNCEMENTS

The Chair informed Members that a representative of CBC would be attending a Town Council meeting in June 2012 to discuss the redevelopment of Hitchin Street.

Cllr Mrs H Ramsay said that along with Cllr Mrs M Russell, Chair of OSCP Committee, she would be attending a meeting with ALDI in Chelmsford on 14 May to discuss their parking restrictions and would report the details to the OSCP meeting on 15 May. This is an open invitation to all Councillors who would like to attend.

11. PUBLIC OPEN SESSION

There were no items discussed during the public open session

12. MINUTES OF MEETINGS

Members received minutes of the Town Council Meeting held on Tuesday 24 April 2012 at the Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade.

Cllr Mrs M Russell asked that on page 4 item 8a the following be added '**CBC stated that Town Council has approved the draft terms of reference in relation to the Joint Committee when in fact Town Council has not seen or approved this document**'

Cllr Mrs M Russell asked the word '**agency**' be added after the word 'Highways' on page 4 item 8b

13. MATTERS ARISING

a. Minutes of the Council meeting held on 24 April 2012 -

Recommendations of PLOS held on 27 March –Item 5e - Cllr B Briars asked if a letter had been sent to the Cricket Club.

The Town Clerk said that a letter had been sent to the Cricket Club with possible dates for a meeting, and Town Council is awaiting a reply.

Recommendations of PLOS held on 27 March –Item 5g – removal of floodlights at Fairfield - Cllr B Briars asked if there had been any progress with the removal.

The Town Clerk replied that someone has proposed taking the top part then the other 2 parts on a separate lorry.

Recommendations of PLOS held on 27 March –Item 5h – Installation of Street Snooker – Cllr B Briars asked what was happening with this item.

The Town Clerk replied that as this item was deferred, it could not be taken any further until it had been back to Committee.

Cllr Mrs W Smith said that the Town Clerk sent an email to Councillors to set a date for a visit to view the Street Snooker, but did not get much response.

Recommendations of PLOS held on 27 March –Item 5i – Biggleswade Bowls Club – Cllr Mrs J Lawrence asked if the 3 quotations had been received for resurfacing the roadway into Drove Road recreation ground car park.

The Town Clerk replied that the 3 quotes had been received.

Item 15a (exempt item) was discussed at the end of the meeting.

14. PLANNING APPLICATIONS

a. **CB/12/01458/FULL – 15 Playfield Close, Biggleswade** Single storey side extension & new conservatory to the rear

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. Town Council ask that CBC monitor carefully the impact on the adjoining property.

Cllr P Vickers left the Chamber whilst the next planning application was discussed.

b. CB/12/01511/LB – 2 – 6 High Street, Biggleswade

Part demolition of rear outbuilding, reconstruction of outbuilding including pitched roof, construction of external staircase within courtyard, change of use to part first floor and ground floor to holistic health centre, change of use part ground floor from residential to commercial café kitchen use, change of use from hairdressing salon to hot food café and refurbishment various elements of building.

It was **RESOLVED** that the Town Council put a **HOLDING OBJECTION** on this application subject to more information being received on the following concerns.

- More information is requested about the status of the rear outbuilding that is due for part demolition.
- Parking
- Amount of footfall
- Change of use of the building
- Logistics of partitioning the building
- Traffic
- Size of the project
- Inappropriate next to St Andrews Church
- Hot food will need an extraction system

Town Council request CBC **PUT A HOLD** on work that has already commenced.

Cllr P Vickers returned to the Chamber

c. CB/12/01423/FULL – 6 Kingsfield Road, Biggleswade

Installation of new automatic sliding doors to shopfront. Installation of 2 no Daikin LRYEQ16AY1 plant units & 1 no Mitsubishi MSZ-HC25VA A/C unit to existing plant room. Addition of 2 no satellite dishes for lottery and in-store music to front elevation. Alterations to existing totem signage.

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. Town Council ask that CBC monitor carefully the impact on the adjoining property.

d. CB/12/00730/VOC – Land South of, Potton Road, Biggleswade

Variation of Condition 32 and 33 on planning permission MB/03/01201/OUT dated 13 November 2006 to be amalgamated and varied to read ' No more than 300 dwellings shall be occupied unless and until the applicant or their successors in title have given a bond to the Highways Agency of the Local Planning Authority to the sum of £4.21 million to cover the design and implementation of the works shown in outline on drawing number 04211/A/12J titled Chainages, Earthworks and Visibility for the A1 Biggleswade South Roundabout improvements'

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

e. CB/12/01548/FULL – 14 Station Road, Biggleswade

Removal of garden hedge and replacement garden fence

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

15. ITEMS FOR CONSIDERATION

a. Bedfordshire Police Partnership Trust – Bobby Scheme

The Bobby Scheme is a free service run by Bedfordshire Police Partnership Trust as an independent charity and relies on the valuable contributions from town and parish councils, local business' and local government grants to continue it's work.

Town Council was invited to subscribe as a 'partner' for £250 or making a donation to the scheme. (In 2011 they were awarded £100 Grant). A copy of their leaflet was attached to this agenda.

It was **RESOLVED** that Town Council subscribe as a partner for £250 and that they be invited to apply for a Grant in January 2013.

b. Biggleswade Joint Committee

Terms of reference for a joint Committee were approved at a meeting of Central Bedfordshire Council on the 19th April 2012, copies attached to this agenda.

1. For Council to consider and approve the terms of reference for a joint committee. The terms of reference if approved will be formally set out in Central Bedfordshire Councils Constitution.

2. For Council to appoint 4 elected members of the Town Council to serve on the joint Committee.

Members elected will serve up to the period of the local election.

3. For Council to elect two named substitutes from the Town Council as 3.3 of the terms of reference.

Named subs will serve up to the period of the local elections.

Central Bedfordshire Councils named substitutes will hold Executive responsibility.

It was **RESOLVED** that the terms of reference are adopted that Cllr T Woodward, Cllr Mrs H Ramsay, Cllr Mrs W Smith and Cllr G Wilson be appointed as representatives and Cllr Mrs M Russell and Cllr I Bond be appointed as substitutes.

c. Localism Act 2011 - Standards

The Coalition Government announced in their *Programme for Government* in May 2010, that Standards for England, and the standards regime for England, would be abolished. This was provided for by the *Localism Act 2011*. Following commencement of the relevant provisions, as of 31 January 2012 the regulatory role of Standards for England (previously known as the Standards Board for England) no longer exists, and as of 1 April 2012 it will be formally abolished. The remaining provisions of the Localism Act, that will, for example, introduce a criminal offence of deliberately withholding or misrepresenting a financial interest, and allow for local codes of conduct, will be brought into force on 1 July 2012.

It is important that the Council adopts a Code of Conduct and that members comply with the provisions of a Code. Failure to do so would result in considerable reputational risk for the Council.

Central Bedfordshire Council appointed a task force to include Bedfordshire Association of Town & Parish Council's Louise Ashmore to publish a Code of Conduct. A copy of the Code of Conduct is attached to this agenda.

Central Bedfordshire Council are asking Town & Parish Councils to consider adopting the code of Conduct.

The regulations governing disposable pecuniary interests have yet to be published. Therefore paragraphs 4.12 and 5.1 – 5.4 of the code will need to be reviewed when the regulations become available.

Cllr Mrs J Lawrence proposed that the code of conduct be adopted .Seconded by Cllr P Vickers.

It was **RESOLVED** to accept the Code of Conduct and for a review to be carried out in 12 months' time.

d. The Royal Artillery Association Biggleswade Group

Correspondence has been received from The Royal Artillery Association Biggleswade Group asking if their Roll of Honour could be displayed in Town Council front office. This is currently displayed at Millennium House, but this is due to close soon. The Roll of Honour names the Gunners who have passed away, enabling them to be remembered for their services to their regiment and country.

Members were asked to consider this request.

It was **RESOLVED** to grant this request and that Cllr R Skinner meet with the Town Clerk and the Mayor to discuss the best possible place for the Roll of Honour to be displayed.

Cllr Rex Skinner thanked the Council for granting this request.

e. Standing Orders and Financial Regulations

The Town Council are required to review Standing Orders annually.

There are a number of items that Council have recently considered that need to be incorporated into the Council's Standing Orders.

Members were asked to consider electing a working group to review the Town Councils Standing Orders.

It was **RESOLVED** that Cllr T Woodward, Cllr Mrs H Ramsay, the Town Clerk, Cllr B Briars and Cllr Mrs M Russell are elected to form a working group to review the Standing Orders only and that the Financial Regulations are discussed at the next Finance and General Purposes meeting, with Derek Kemp present.

16. ITEMS FOR INFORMATION

a. Street Naming and Numbering – Land at 33 Stoneland Avenue, Biggleswade

Correspondence was received from CBC confirming the address of the dwelling being constructed at the above location will be as follows:

No 33 Stoneland Avenue: to be renumbered 34 Stoneland Avenue, Biggleswade SG18 0EA

New Dwelling: to be numbered 33 Stoneland Avenue, Biggleswade SG18 0EA

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

b. Thank you letters received

Thank you letters were received from various organisations who are in receipt of Grants from Town Council.

Copies were attached to the agenda.

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

c. Central Bedfordshire Prioritised Works Programme 2012/2013

A copy of the above Works Programme 2012/2013 was supplied by Central Bedfordshire and was attached to the agenda.

It was **RESOLVED** that Town Council ask CBC to delete item no 328 – cycleway on Hitchin Street - on page 11 from the schedule, as there should not be a cycleway on a one way street.

Cllr Mrs J Lawrence requested that Town Council ask CBC to look at the pavement at west end of Church Street.

17. PUBLIC OPEN SESSION

There were no items discussed during the public open session