

MINUTES OF THE BIGGLESWADE TOWN COUNCIL MEETING
HELD ON TUESDAY 26 JULY 2016
AT THE OFFICES OF BIGGLESWADE TOWN COUNCIL, THE OLD COURT HOUSE,
4 SAFFRON ROAD, BIGGLESWADE

PRESENT:

Cllr M North (Vice Chair)
Cllr P Biernis
Cllr I Bond
Cllr B Briars
Cllr F Foster
Cllr M Foster
Cllr Ms R Kerfoot
Cllr J Medlock
Cllr B Rix
Cllr Mrs H Ramsay
Cllr D Strachan

Mr M Thorn – Deputy Town Clerk, Biggleswade Town Council
Mrs J Durn – Administrator, Biggleswade Town Council

Members of Public – 5

B26/0701 1. APOLOGIES FOR ABSENCE

Cllr D Albone, Cllr Mrs M Russell

ABSENT WITHOUT APOLOGIES

Cllr T Woodward, Cllr S Watkins

B26/0702 2. DECLARATIONS OF INTEREST

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

- B0702.1 a. Disclosable Pecuniary interests in any Agenda item - None
B0702.2 b. Non-Pecuniary interests in any Agenda item: - Item 5, Cllr J Medlock

B26/0703 3. TOWN MAYOR'S ANNOUNCEMENTS

There were no announcements.

The Chairman noted that some Members of the Council are using Computer Tablets throughout the Meeting as a trial for the future of paperless office.

B26/0704 4. PUBLIC OPEN SESSION

To adjourn for a period of up to 15 minutes to allow members of the public to put questions or to address the Council, through the Chairman, pertaining to matters listed on the Agenda.

Each Speaker will give their name to the Chairman, prior to speaking, which will be recorded in the Minutes, unless that person requests otherwise. Each Speaker will be allowed (one) three-minute slot.

There were no questions from Members of the Public.

B26/0705 5. INVITED SPEAKERS

Ms Natalie Doig and Mr Paul Day, who are themselves partially sighted, gave an extremely informative presentation to Council covering their recent work with the RNIB, and results of an “A-Board” Audit undertaken in Biggleswade Town Centre as part of the RNIB accessible street campaign called “Who put that there!”.

Members agreed that it was important, not only to raise awareness, but to educate shop owners and businesses on the issues that blind, partially sighted and anyone with a sight impairment, face on a daily basis when negotiating the route around the town. It should also be noted that mothers with baby buggies, and adults with wheelchairs and disabilities are also affected by these obstacles.

A-Boards, dustbins, temporary signage such as road works, National Lottery Boards, broken pavements, and the most dangerous of all – unexpected parking, are all hazards in the making, particularly when they are moved from their regular place by a shop owner, who may think that the middle of the pavement is a more prominent position for their advertisement.

Cllr B Rix volunteered to join a Working Group to discuss ways of increasing awareness for the RNIB accessible street campaign to help partially sighted people.

Members are keen to give this issue their support. It was suggested that Town Council will put the item forward to be taken up by the Town Centre Management Committee on their next Agenda. The date of the next TCM will be notified to the Speakers, together with an invitation to attend.

B26/0706 6. MEMBERS QUESTIONS

Cllr F Foster has been asked by several members of the public if the car park signs at the ASDA store are correctly worded as they understood that users of the car park could use both the store and town for the allotted time.

Cllr B Briars reported that this item was discussed at the Biggleswade Joint Committee (BJC) on 20 July, where we were informed that it has been addressed by CBC as the current wording contravenes the original agreement.

Cllr P Biernis asked if there was any information available on a maintenance programme for Biggleswade Streets. For example, areas such as Rose Lane have weeds growing through the tarmac and look unsightly.

The Deputy Town Clerk reported that CBC have experienced extreme difficulties with their highway maintenance contractors this year. This has resulted in the work having to go to out again to tender. As a result, the Town Council has stepped in where emergency work is required. However, it is hoped that the service will resume as soon as possible.

Cllr B Briars expressed concerns that the areas previously reported for maintenance issues, such as kerb repair in Hitchin Street and Chestnut Avenue, have not been actioned. It was requested that the Town Clerk write a further letter to CBC to ask that these issues are addressed as soon as possible.

Cllr F Foster reported a potential problem experienced at the Bottle Bank at the Biggleswade Tidy Tip, where the Bottle Banks were both full, due to lack of collection, and the public were directed to use the "household rubbish" section for disposal of the bottles. This was felt to be unacceptable, and Cllr Foster asked that the Town Clerk write to CBC to request regular bottle collection to keep the Bottle Banks clear for use.

B26/0707 7. MINUTES AND RECOMMENDATIONS OF MEETINGS

B2607.1 a. Members received and Approved the Minutes of the Town Council Meeting held on 12 July 2016 at the Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade.

B2607.2 b. Members received and Approved the **RECOMMENDATIONS** of the Finance & General Purpose (F&GP) Committee Meeting held on 19 July 2016.

B2607.3 c. Members received and Approved the **RECOMMENDATIONS** of the Town Centre Management Committee (TCM) Meeting held on 19 July 2016.

B26/0708 8. MATTERS ARISING

B2608.1 There were no Matters Arising from the Minutes of the Town Council Meeting held on 12 July 2016.

B26/0709 9. PLANNING APPLICATIONS

B2609.1 a. **CB/02675/FULL – 15 Boddington Gardens, Biggleswade**
Side and rear extensions.

It was **RESOLVED** that 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.

B2609.2 b. **CB/16/02918/FULL – 4 Hitchmead Road, Biggleswade**
Single storey side extension and alterations.

It was that 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.

- B2609.3 c. **CB/16/02699/FULL – 182 Hitchin Street, Biggleswade**
Erection of rear conservatory.

It was **RESOLVED** that 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.

B26/0710 10. ACCOUNTS

Financial Administration

- i. Detailed Balance Sheet to 10 June 2016.
- ii. Summary of Income & Expenditure.
- iii. Income and Expenditure by Budget heading.
- iv. Current Bank Account, receipts and payments to 30 June 2016.

It was **RESOLVED** that Accounts i., ii., iii., and iv. were adopted.

B26/0711 ITEMS FOR CONSIDERATION

B2611.1 a. Standing Orders

It was **RESOLVED** to amend the draft Standing Orders as follows:

Paragraph 50. a. to remove the word “who”.

Paragraph 74. Prayers at Meetings. To remove this paragraph.

Paragraph 75. The first sentence to read “Every contract relating to the sale or purchase of any land or buildings shall be in writing and be signed on behalf of the Council by the Proper Officer and the Chair of the Council.”

There were further issues of concern regarding reference to approved lists of tenderers (paragraphs 77 and 78) and it was therefore felt that this item should be deferred to the next meeting in order to give Members time to re-examine the documents and obtain clarification of these points.

B2611.2 b. Local Council Award Scheme – Foundation Award

Following in-depth discussion, it was **RESOLVED** that following a small amendment to wording as follows “The Foundation Award demonstrates that Council ***will have met*** the minimum requirements for operating lawfully and according to standard practice” and “Members are asked to confirm by resolution that it ***will*** publish online: “The Town Council raise **NO OBJECTION** to the application for Foundation Award.

- B2611.3 c. **Local Plan – Consultation on the Technical Site Assessment Criteria**
- After considering the attached documents (Report, Assessment Criteria and Feedback Form) it was agreed that further information is required to explain how the assessment is calculated, how that criteria are scored in order to make an assessment, and the methodology involved, before valid comments can be made.
- Members requested that the Town Clerk please obtain this information.
- B2611.4 d. **Town Council Committees**
- Members welcomed Cllr J Medlock to the Biggleswade Town Council.
- Cllr Medlock was nominated and approved to serve on the Town Centre Management Committee and the Personnel Committee.
- Cllr Medlock accepted the nomination to each Committee, and will meet with the Town Clerk to discuss the implications of any interests and the possibility of granting dispensations.
- B2611.5 e. **Biggleswade Community Agent**
- This item was deferred from the previous Council Meeting on the 12 July due to lack of information. Mr Cliff Andrews from the Bedfordshire Rural Communities Charity (BRCC) joined the meeting at 7.30pm and was available to give further information and take any questions.
- Standing Orders were suspended at 8.30pm in order for Mr Andrews to address the meeting.
- Mr Andrews gave a full explanation of the requirement of this role and took questions from the Members.
- Standing Orders were reinstated at 8.40pm
- It was **RESOLVED** that Cllr P Biernis be appointed as Council Representative, together with Mr M Thorn, Deputy Town Clerk.
- B2611.6 f. **Biggleswade United Football Club request to move fence**
- Members felt that there were several points of concern to address. These include the preservation order on surrounding trees, the safety of children, and the provision of adequate parking which should not encroach on the play area.
- It was **RESOLVED** that the erection of a permanent fence around the play area, to be put in place as soon as possible, and be put on the Public Land & open Spaces (PLOS) Agenda as a matter of urgency.
- It was **RESOLVED** that provided it is clear that it is 2m as requested, that Town Council raise **NO OBJECTION.**

B26/0712 12. ITEMS FOR INFORMATION

B2612.1 a. Planning Application Outcomes

The Planning Application outcomes were noted.

Cllr B Briars reported that the Application for land to the rear of Shortmead Street (16/00181/FULL) was discussed at CBC Planning Meeting on 20 July and has been passed for approval without further recourse to Biggleswade Town Council. Members are unhappy at this decision and would like the Town Clerk to obtain a full explanation from CBC as to why the Biggleswade Town Council were by-passed on this decision.

B2612.2 Thank you letter(s)

A letter of thanks for a Council grant from Ivel Flix was **NOTED.**

B2612.3 c. Proposed Temporary Road Closure – C168 Edworth Road, Langford

This information was **NOTED.**

B2612.4 d. Wildlife and Countryside Act 1981

Modification Order for Biggleswade Footpath No E7.

This information was **NOTED.**

B2612.5 e. Letter regarding Community Work Placement Programme (CWP)

This information was **NOTED.**

B13/0713 13. PUBLIC OPEN SESSION

To adjourn for a period of up to 15 minutes to allow members of the public to put questions or to address the Council, through the Chairman, in respect of any other business of the Town Council.

Each Speaker will give their name to the Chairman prior to speaking, which will be recorded in the minutes, unless that person requests otherwise. Each Speaker will be allowed (one) three-minute slot.

B2613.1 Mr A Glanville asked if the Parking Notice posted at ASDA is in fact a breach of the condition of Planning Applications. He has concerns over the way the sign is worded, which if enforced, people will be fined for something which is in fact a breach of the regulations.

Mr Glanville was advised to take this matter up with Cllr M Jones at CBC, who will be able to clarify this.

B2613.2 Mr Bacon asked if the white/yellow line situation has progressed, and also if the trees in the Market Square and the High Street could be trimmed.

This request was noted by the Deputy Town Clerk.

B26/0714 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.

(There are no Exempt Agenda Items)

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.

B12/0715 15. EXEMPT ITEMS

There were no Exempt items

Meeting closed 8.50pm