

**MINUTES OF BIGGLESWADE TOWN COUNCIL MEETING HELD ON TUESDAY 11 MARCH 2014 AT THE  
OFFICES OF BIGGLESWADE TOWN COUNCIL, THE OLD COURT HOUSE, SAFFRON ROAD  
BIGGLESWADE**

**Present:** Cllr Mrs H Ramsay (Chair), Cllr I Bond, Cllr Mrs M Russell, Cllr M North, Cllr Mrs W Smith,  
Cllr Ms S Mulchrone, Cllr G Wilson, Cllr B Briars, Cllr D Albone, Cllr P Biernis  
Rob McGregor – Town Clerk  
Sue Crowther – Administrative Assistant  
Members of public - 4

**1. APOLOGIES**

Apologies were received from Cllr D Lawrence, Cllr Mrs J Lawrence, Cllr T Woodward, Cllr S Watkins,  
Cllr B Rix.

**2. DECLARATION OF INTERESTS**

- (a) Disclosable Pecuniary Interests in any agenda item – none declared
- (b) Non-pecuniary interests in any agenda item -  
Cllr P Biernis declared an interest in item 9d  
Cllrs B Briars, G Wilson and I Bond declared an interest in item 11a.

**3. TOWN MAYORS ANNOUNCEMENTS**

The Town Clerk has been elected as a member of the National Executive of the SLCC, for Bedfordshire.

Cllr G Wilson has a meeting with the Chief Inspector and Gary Kidd tomorrow morning.

The Mayor has attended CBC Civic Service on 2 March, the High Sheriff Citizenship Awards on 5 March,  
the Fairtrade event at St Andrews on 8 March and Flitwick Town Council Civic Service on 9 March.

Cllr G Wilson represented Biggleswade Town Council at the Parachute Battery Royal Artillery (Vols)  
Disbandment Parade on 1 March.

**4. PUBLIC OPEN SESSION**

There were no items discussed during the public open session.

**5. INVITED SPEAKER**

There was no invited speaker.

**6. MEMBERS QUESTIONS**

Cllr Mrs W Smith said that the Deputy Mayor had attended the Dedication of New North Doors and  
Access Ramp service on 9 March at St Andrews Church.

Cllr Smith said that in the publication the 'Bugle' there is an article about the Repeal of the two member  
signature requirement for cheques, and asked if Town Council would be making any changes.

Rob McGregor replied that there is no alternative as yet, but Draft Standing Orders were being drawn up,  
which will come to Council for discussion.

Cllr G Wilson ask for a motion to be placed on the next council agenda; to name turnings on the land  
east of Biggleswade development after early East German Towns.

**7. MINUTES AND RECOMMENDATIONS OF MEETINGS**

- a. Members received the Minutes of the Council meeting held on 25 February 2014 at the Offices of  
Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade.

Page 1 – item 6 - Cllr G Wilson asked that the last line of paragraph 3 of this item be amended to read  
'From this meeting it is hoped that the Chief Inspector accepts an invitation to attend a forthcoming  
Council meeting'.

Page 1 – item 4 – Mrs M Russell asked that the last line be amended to read ‘there would be a meeting set up shortly between the Town Council’ and the Chamber of Trade.

- b. Members **approved the recommendations** of the Town Centre Management Committee meeting held on 18 February.

Items as listed on the TCM agenda:

6f) **Reversal of traffic in Hitchin Street – reply from CBC**

A copy of the correspondence from CBC regarding the reversal of traffic in Hitchin Street, was attached to the agenda.

It was **RECOMMENDED** that Committee acknowledge the letter and arrange for a meeting with CBC to take place.

Cllr Mrs M Russell said that Town Council is still awaiting a reply from CBC.

- c. Members approved the **recommendations of the Personnel** meeting held on 18 February 2014.

Items as listed on the Personnel Agenda:

5a) **Health and Safety Policy**

Health and Safety Compliance falls within the remit of this Committee and Members are asked to consider undertaking a formal review of the Council's policy and procedures and to consider the development of a Health and Safety action plan that can regularly be reported back to Committee and Full Council.

Members **RECOMMENDED** that a draft Health and Safety Policy is taken to the next meeting of the Personnel Committee.

Cllr Mrs W Smith asked for confirmation that the Health and Safety Policy includes all Council activities.

Cllr Ramsay confirmed that the H&S policy would naturally include all equipment in use and the environment.

6a) **Recruitment**

At a meeting of the Personnel Committee 19<sup>th</sup> November 2013; it was **RECOMMENDED** in principle to increase the front office staff by one member, on a salary equivalent to SCP19 of NJC scales.

The Town Council approved the recommendation at Town Council meeting 10<sup>th</sup> December 2013.

Interviews will be carried out on the 17<sup>th</sup> February 2014 by the Chair, Vice Chair of Personnel along with the Town Clerk, (members will receive an update at the Personnel meeting 18<sup>th</sup> February 2014).

Members were informed that the level of candidates was high, the interview panel have been unable to choose a candidate from the six who attended for interview. Three candidates have been asked back for interview on the 25<sup>th</sup> February 2014.

Members **RECOMMENDED** that the interview panel report directly to Council when an applicant has been selected.

Cllr Mrs H Ramsay informed Members that Miss Angela Thomas has been offered, and accepted, the position of Local Government Administrator. She will be starting on 14 March for her induction, commencing full time from 17 March 2014.

## 8. **MATTERS ARISING**

### a. Minutes of the Council meeting held on 25 February 2014

Page 1 – item 4 – Cllr Mrs W Smith said that she realised that it had only been 2 weeks and asked if there had been any progress on the 'A' boards as there is appears to be an increase in numbers around the town.

Cllr Mrs M Russell said that no meeting had yet been arranged with the Chamber of Trade but it was hoped the meeting would take place in the near future.

## 9. **PLANNING APPLICATIONS**

### a. **CB/13/03402/MW - Broom Quarry, Gypsy Lane, Broom**

Variation of condition 27 of planning permission CB/11/02498/MW for a revised restoration concept to incorporate the retention of a water pipeline.

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

### b. **CB/14/00718/FULL – 4 Foxglove Drive, Biggleswade, SG18 8SP**

Single storey extension to front & convert garage to living space.

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/14/00680/FULL – 30 Courtland's Drive, Biggleswade, SG18 8PQ**

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.

### d. **CB/14/00749/FULL - 4 Beech Avenue, Biggleswade, SG18 0EG**

Single storey front extension & first floor front/side extension.

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

### e. **CB/14/00712/FULL – 13 Sun Street, Biggleswade, SG18 0BP**

Two storey side extension, single storey first floor front extension addition of porch. Erection of double detached 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.

### f. **CB/14/0018/FULL – Hill Farm, Edworth Road, Langford, Biggleswade**

Erection of 1 no 500kw wind turbine measuring 60m to the hub and 87m to the blade tip.

*As Biggleswade is a neighbouring parish to Langford, Members are invited to comment on this application.*

Cllr Ramsay commented that no information had been received from CBC and that the limited information available for the meeting had been provided by Sue Crowther who had looked on the internet for details.

Cllr B Briars proposed that Town Council raise no objection to this application **BUT** raise objection to CBC for not supplying the relevant paperwork and plans for Members to view and make an informed decision.

This was seconded by Cllr Mrs M Russell

**A Vote was taken: 1 Voted against 9 Voted in favour therefore:**

It was **RESOLVED** that Town Council raise no objection to this application **BUT** raise objection to CBC for not supplying the relevant paperwork and plans for Members to view and make an informed decision.

## 10. **ITEMS FOR CONSIDERATION**

### a. **Annual Bowls Match**

The Annual Bowls match is due to take place on Thursday 14 August (weather permitting) at 6pm. Councillors who wish to play, are asked to let the office staff know, so that teams can be compiled.

It was **RESOLVED** that this be noted and that any Councillors wishing to play will inform the office staff.

### b. **Rural Match Funding**

Further to Council meeting held on 23 April 2013 when:

*It was **RESOLVED** that Town Council submit a bid for funding of 2 TRO's. A meeting to be arranged with Nick Chapman to discuss Councils options Zebra Crossings and other issues; that the Town Council look at alternative funding.*

CBC has now replied to Town Council and has supplied 2 alternative locations for the Zebra crossing on London Road.

A copy was attached to the agenda.

Cllr B Briars proposed that option two of the attached plans would be the preferred option to sight the crossing.

Cllr Ramsay said that the Council had discussed the issue of raised crossings in this road on previous occasions at Council when plans from CBC had been brought to the Council. Raised tables of any kind were not appropriate at any location on this road as consideration had to be given to the sites of the emergency service stations which would mean their vehicles having to negotiate the raised platforms to access the A1. The same could be said for the amount of heavy lorries and traffic on this road. The London Road also acted as an alternative route if the A1 needed to be closed for any reason. She pointed out that the other pedestrian crossings on the London Road were not raised for this reason.

Cllr Mrs M Russell said that we should not accept the raised crossing; the initial cost of a flat crossing was £25,000.

Cllr Mrs H Ramsay said that if the proposal for the raised crossing was removed and replaced with a proposal for flat crossing; with the reduction in costs it may be possible to have both the crossing in London Road for Stratton School and the crossing in Shortmead Street for St Andrew's School that Council had initially agreed to match fund.

Cllr Mrs W Smith pointed out that this would be better value for money for the Town Council and as the quotation was only a proposal, Council do not have to accept it.

Cllr G Wilson felt that the crossing would be better sighted south of Elm Road.

Cllr D Albone felt that option two is the location where the children cross the road and would be happy if Council went back to CBC to say we are not happy with raised crossing and would prefer a flat crossing.

Cllr B Briars proposed option two as the location of the crossing that the crossing is a flat crossing in order that the monies can be better spent on two flat crossings.

It was **RESOLVED** option two as the location of the crossing and that the crossing is a flat crossing in order that the monies can be better spent on two flat crossings.

**c. Consultation on the proposed expansion of Edward Peake School**

CBC has advised Town Council of a Consultation on the proposed expansion of Edward Peake Church of England Voluntary Controlled Middle School. The expansion is to provide new middle school places for children in Biggleswade.

The Consultation commenced on the 3 March and closes on 31 March 2014.

A copy of the correspondence was attached to the agenda.

It was **RESOLVED** that Council write and support the expansion of Edward Peake school and Councillors respond individually to the consultation.

**d. Request from the RNLI**

The RNLI has written to Council requesting permission to hold their Flag Day in the Market Square on Saturday 28 June 2014. All monies collected will go towards supporting the Volunteer Lifeboat.

It was **RESOLVED** that this request is granted.

**11. ITEMS FOR INFORMATION**

**a. Thank you letter from the Biggleswade Twinning Association**

Correspondence has been received from the Biggleswade Twinning Association thanking Town Council for the grant of £132.14 which was used towards the cost of entertaining the youngsters from Germany on work experience last year.

A copy was attached to the agenda.

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

**12. PUBLIC OPEN SESSION**

A period of up to 15 minutes is permitted to allow members of the public to ask questions.

**13. EXEMPT ITEMS**

The following resolution was moved that is advisable in the public interest that the public and press are excluded whilst the following exempt item +issue(s) were discussed.

**Contracts (14a) and Staff (14b)**

Pursuant to section 1(2) of the public bodies (Admission to Meetings) Act 1960 Council **resolved** to exclude the public and press by reason of the confidential nature of the business about to be transacted.