

MINUTES OF BIGGLESWADE ANNUAL STATUTORY MEETING
HELD ON TUESDAY 10 MAY 2016
AT THE OFFICES OF BIGGLESWADE TOWN COUNCIL
THE OLD COURT HOUSE, SAFFRON ROAD, BIGGLESWADE

PRESENT:

Cllr D Albone
Cllr P Biernis
Cllr I Bond
Cllr Briars
Cllr F Foster
Cllr M Foster
Cllr Ms R Kerfoot
Cllr M North
Cllr Mrs H Ramsay
Cllr Mrs M Russell
Cllr D Strachan
Cllr S Watkins
Cllr T Woodward

Mr R McGregor, Biggleswade Town Clerk
Mrs J Durn, Administrator
Members of Public – 7

Prior to the meeting Cllr Mrs H Ramsay paid tribute to Cllr George Wilson who sadly passed away on the 27th April. A Minute silence was held in honour of Cllr Wilson, who was not only a highly valued and respected colleague, but a much loved and loyal friend who will be greatly missed by us all.

1. ELECTION OF TOWN MAYOR FOR THE YEAR 2016/2017

It was **RESOLVED** that Cllr D Albone be elected to the office of Town Mayor for the year 2016/2017.

2. DECLARATION OF ACCEPTANCE OF OFFICE

The Town Mayor, Cllr D Albone signed the Declaration of Acceptance of Office.

3. ELECTION OF DEPUTY TOWN MAYOR

It was **RESOLVED** that Cllr M North be elected to the office of Deputy Town Mayor for the year 2016/2017.

4. DECLARATION OF ACCEPTANCE OF OFFICE

The Deputy Town Mayor, Cllr M North signed the Declaration of Acceptance of Office.

On behalf of the Council, Cllr D Albone thanked Cllr Mrs H Ramsay for her hard work and commitment over the past three years.

5. MEMBERSHIP OF STANDING COMMITTEES

a. It was **RESOLVED** that membership of Standing Committees is adopted as follows:

Finance and General Purpose

Cllr D Albone, Cllr I Bond, Cllr B Briars, Cllr F Foster, Cllr M Foster, Cllr M North, Cllr Mrs H Ramsay, Cllr Mrs M Russell, Cllr D Strachan.

Public Land and Open Spaces

Cllr P Biernis, Cllr I Bond, Cllr B Briars, Cllr F Foster, Cllr M Foster, Cllr M North, Cllr Ms R Kerfoot, Cllr Mrs H Ramsay, Cllr D Strachan, Cllr S Watkins.

Town Centre Management

Cllr D Albone, Cllr I Bond, Cllr B Briars, Cllr P Biernis, Cllr F Foster, Cllr M Foster, Cllr M North, Cllr Mrs H Ramsay, Cllr B Rix, Cllr Mrs M Russell, Cllr D Strachan.

Personnel

Cllr D Albone, Cllr I Bond, Cllr F Foster, Cllr M Foster, Cllr M North. Cllr Mrs H Ramsay, Cllr Mrs M Russell.

Appeals

Cllr P Biernis, Cllr S Strachan, Cllr S Watkins, Cllr T Woodward.

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

Finance and General Purpose	Cllr M North
Public Land and Open Spaces	Cllr B Briars
Town Centre Management	Cllr Mrs M Russell
Personnel	Cllr I Bond
Appeals	Cllr D Strachan

- c. It was **RESOLVED** that the 'Vice Chair' of each Committee be adopted as follows:

Finance and General Purpose	Cllr Mrs H Ramsay
Public Land and Open Spaces	Cllr M North
Town Centre Management	Cllr B Rix
Personnel	Cllr M Foster
Appeals	Cllr P Biernis

6. **BIGGLESWADE JOINT PARTNERSHIP**

Cllrs Mrs H Ramsay, Mrs M Russell, D Albone and B Briars were elected in May 2015 for a four year term. Cllr I Bond and M Foster were elected as substitutes.

This information still stands and was **NOTED**.

7. **APPOINTMENT OF REPRESENTATIVES**

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

- | | |
|---|--|
| i. Bedfordshire Association of Town & Parish Councils | - Cllr M Foster, Cllr M North, Cllr Mrs H Ramsay |
| ii. Highways Representatives. | - Cllr M Foster, Cllr Mrs M Russell |
| iii. Biggleswade Twinning Committee | - Cllr B Briars, Substitute Cllr P Biernis |
| iv. Parish Paths Partnership (P3) | - Cllr I Bond, Cllr M Foster |
| v. Sir John Cotton Educational Foundation | - Cllr M North |
| vi. Fen Reeves Meetings | - Cllr I Bond, Substitute Cllr Mrs H Ramsay |
| vii. Police Liaison | - Cllr D Strachan, Substitute Cllr Mrs H Ramsay |

viii. Land East Community Facility Group

- Cllr B Briars, Cllr F Foster, Cllr M Foster,
Cllr D Strachan

8. APOLOGIES FOR ABSENCE

Cllr B Rix

9. DECLARATIONS OF INTEREST

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

- (a) Disclosable Pecuniary interests in any agenda item.
- (b) Non-Pecuniary interests in any agenda item. Cllr Mrs H Ramsay: Item 14e.

10. TOWN MAYOR ANNOUNCEMENTS

There were no announcements.

11. PUBLIC OPEN SESSION

A period of up to 15 minutes is permitted to allow members of the public to ask questions that are pertaining to matters listed on this Agenda. (Members of the public will be allowed one three-minute slot).

There were no questions from the members of the public.

12. MINUTES AND RECOMMENDATIONS OF MEETINGS

- a. Members received the Minutes of the Town Council meeting held on 26 April 2016 at the Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade.

The following amendments were requested:

The addition of Cllr D Albone will be made to the attendance list.

Item 9d: Planning Application CB/16/01198/ADV- Unit B, A1 Retail Park, London Road, Biggleswade.

The following submission was made to the Planning Department; however the second paragraph citing Council objection to the illuminated sign at the rear of the Unit was inadvertently omitted from the Minutes. The Minute now reads as follows:

“CB/16/01198/ADV – Unit B, A1 Retail Park, London Road, Biggleswade

Advertisement: illuminated flex face sign installed to existing steel tray. Vinyl sign applied to existing steel doors. Projected illuminated green pharmacy cross. Existing grey PPC goal post to be colour dark blue. Boots logo to rear elevation illuminated with swan neck light fitting.

It was **RESOLVED** that Town Council raise **NO OBJECTION** to the signage located to the front elevation facing into the Car Park.

It was **RESOLVED** that Town Council **OBJECT** to the illuminated sign at the rear of the Unit facing the A1 due to close proximity of residential housing.”

Following these amendments the Minutes were approved for signature.

13. MATTERS ARISING

- a. Matters Arising from the Minutes of the Town Council Meeting held on 26 April 2016.

Item 9f) Cllr Biernis asked if there has been any update on Planning Application CB/16/00181/FULL following the request from BTC for this to be called in.

The Town Clerk confirmed that as this is a major application and that the Town Council has objected to the application, the application will go before the Development Management Committee.

Cllr Briars asked if we have received any further updates on his request regarding the possibility of a pedestrian footpath across the bridge. The Town Clerk confirmed that no further news has been received on this request, and that no further updates have been received on the bridge works.

14. **PLANNING APPLICATIONS**

a. **CB/16/01163/ADV – A1 London Retail Park, London Road, Biggleswade**

Advertisement: Individual illuminated letters to main building (Sign REF: 1, 3 and 4), Individual non-illuminated letters to main building (sign REF:2), illuminated box signs to estate Totem structures (Sign: REF: 5-12).

It was **RESOLVED** that Town Council raise **NO OBJECTION** to this Application.

a. **CB/16/01550/FULL – 23 Hitchin Street, Biggleswade**

Proposed change of use for first floor from A1 retail to residential.

It was **RESOLVED** that Town Council raise **NO OBJECTION** to this Application.

b. **CB/16/01680/FULL – 246 London Road, Biggleswade**

Single storey rear extension to replace conservatory, together with external changes.

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.

c. **B/16/01771/FULL – 25 Herschel Green, Biggleswade**

Replace existing garden fence with brick wall with timber fence inserts.

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.

d. **CB/16/01199/FULL – 62 Holme Court Avenue, Biggleswade**

6'6 fence on the side and rear of the property, on our boundary adjacent to the highway: Retrospective.

It was **RESOLVED** that the Town Council object to this application, due to the height of the fence which is immediately adjacent to a difficult junction.

15. **ITEMS FOR CONSIDERATION**

a. **CB/TRE/16/00125 – Works to a tree protected by a Preservation Order: Prune one Horse Chestnut tree located to the front of the property. The tree is listed as within Group G1 or TPO Ref: MB/TPO/01/00007**
Location: 6 London Road

CBC has notified Town Council that they have received an application to carry out work to tree(s) at the above property which is within the Biggleswade Conservation Area.

This information was **NOTED**.

b. Letter received from the new Chief Inspector Community & Partnerships (North), inviting Biggleswade Town Council to attend an evening seminar on Monday 13th June 2016

Members are keen to attend the seminar and the Town Clerk will inform that the Chief inspector that Councillors will be responding to the invitation individually.

c. Standing Orders

Members were asked to consider a proposal from Office Manager Kay Croft to amend Standing Order 16, subsections (e) and (n) to read as follows (revision underlined and in italics):

e) To adjourn for a period of up to 15 minutes for the public to put questions *to the Council or to make observations* relating 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.

n) To adjourn for a period of up to 15 minutes for the public to put questions *to the Council or to make observations* relating 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.

Cllr Mrs H Ramsay proposed an amendment to this proposal to read as follows:

e) 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 n 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.

n) 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.

In accordance with Standing Orders the amendments were proposed and seconded, and will now be held in abeyance until the next Council meeting where this item will be on the Agenda.

d. Quotations for Replacement 3.5 Tonne Dropside Work Vehicle

Members were asked to consider quotations for the replacement of a 3.5 tonne dropside vehicle with tail lift for use by the outside workforce.

It was **RESOLVED** that Town Council agree to accept Quote A for £1,641.24.

e. Council Policy Documents

During part of the five-year plan process, policy documents were identified for consideration by Town Council.

It was **RESOLVED** that Town Council were pleased to agree the adoption of the Environmental Policy, Community Engagement Policy, Quality Policy, and Bullying and Harassment Policy.

However it was felt that the Protection of Children and Vulnerable Adults Policy should be given more consideration. This document will be discussed in full at the forthcoming Personnel Meeting. The results of this discussion will then be brought back to Council.

16. **ITEMS FOR INFORMATION**

a. **Central Bedfordshire Council (Definitive Map and Statement for the Former Excluding Fully Developed Area of Central Biggleswade). (Biggleswade: Footpath No E7) Modification Order 2016**

This information was **NOTED**.

b. **Thank You Letters**

Thank you letters have been received with regards to the Community Grants and Collection.

This information was **NOTED**.

c. **'Blindfold Walk' carried out by the Mayor**

The Mayor (Cllr Mrs H Ramsay) accepted an invitation from the RNIB, to take part in a 'Blindfold Walk' around Biggleswade Market Square, to highlight the problems encountered by the blind and partially sighted with 'A' Boards and hazards on the pavements.

Having now experienced first-hand the problems caused by these hazards, Cllr Mrs H Ramsay is hopeful that we can move this forward in a positive way by promoting awareness of the risks that any unexpected hazard presents to people whose sight is affected.

d. **New Bollard installations on Bridleway No.9 - off Potton Road**

A copy of the plan of the site location of bollard installations is attached to this agenda.

This information was **NOTED**.

17. **PUBLIC OPEN SESSION**

A period of up to 15 minutes is permitted to allow members of the public to ask question. (Members of the public will be allowed one three-minute slot).

A Member of Public asked if there was any update on the completion of the bridge. The Town Clerk reiterated that no further updates have been received, and that completion is still anticipated for the end of June.

18. **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 is discussed.

19a – Issue relating to a former employee

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.