

**MINUTES OF THE BIGGLESWADE TOWN COUNCIL MEETING**  
**HELD ON TUESDAY 27 SEPTEMBER 2016**  
**AT THE OFFICES OF BIGGLESWADE TOWN COUNCIL, THE OLD COURT HOUSE,**  
**4 SAFFRON ROAD, BIGGLESWADE**

**PRESENT:**

Cllr D Albone (Chair)  
Cllr I Bond  
Cllr B Briars  
Cllr F Foster  
Cllr J Medlock  
Cllr M North  
Cllr B Rix  
Cllr Mrs M Russell  
Cllr D Strachan

Mr R McGregor – Town Clerk, Biggleswade Town Council  
Mr M Thorn – Deputy Town Clerk, Biggleswade Town Council, for item 7 b. B0907.2  
Mrs J Durn – Administrator, Biggleswade Town Council

Members of Public – 2

**B27/0901      1.      APOLOGIES FOR ABSENCE**

Cllr P Biernis, Cllr Ms R Kerfoot, Cllr Mrs H Ramsay, Cllr S Watkins,  
Cllr T Woodward.

**ABSENT WITHOUT APOLOGIES**

None

**B27/0902      2.      DECLARATIONS OF INTEREST**

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

- B0902.1      **a.**      Disclosable Pecuniary interests in any Agenda item – Item 9b: Cllr I Bond.  
B0902.2      **b.**      Non-Pecuniary interests in any Agenda item – Item B0911.3 c: Cllr B Briars.

**B27/0903      3.      TOWN MAYOR'S ANNOUNCEMENTS**

The Mayor attended the opening of Edward Peake School new extension on 22 September.

A reminder that the MacMillan Coffee Morning is being held at the Council Chambers on Friday 30 September.

**B27/0904 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.

**B27/0905 5. INVITED SPEAKERS**

There were no invited speakers.

**B27/0906 6. MEMBERS QUESTIONS**

B0906.1 a. Cllr F Foster, together with other Biggleswade residents, has received a circular from Astoria Organics regarding the placing of a proposed food waste disposal project at Upper Caldecote.

It was felt that this may come under Northill Ward rather than Town Council, but we will in any event look out for a Planning Application in order to be aware of developments.

B0906.2 b. Cllr J Medlock asked if the “No Entry” signage outside Iceland could be reviewed and possibly relocated, as drivers appear to be ignoring the instruction.

The Town Clerk will ask CBC Highways to address this situation.

**B27/0907 7. MINUTES AND RECOMMENDATIONS OF MEETINGS**

B0907.1 a. Members received and approved the Minutes of the Town Council Meeting held on 13 September 2016 at the Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade.

B0907.2 b. Members were asked to receive and approve the **RECOMMENDATIONS** of the Public Land and Open Space Meeting held on 20 September 2016.

- i) Delegation Agreement & Terms of Reference  
It was **RESOLVED** that the Town Council adopt the Delegation Agreement and Terms of Reference.
- ii) Biggleswade Splash Park Committee  
It was **RESOLVED** that the Town Council accept the Splash Park Committee’s request for items to be included within the grant application.  
Cllr Mrs M Russell asked that the vote be recorded as follows:  
1 – voted against, Cllr Mrs M Russell  
1 – abstention, Cllr I Bond  
8 - voted in favour
- iii) Quotations for the Bow Top Fencing and Gates at Fairfield Road Play Area  
It was **RESOLVED** that the Town Council accept Option 1, Quote A.
- iv) Grounds Maintenance Workshop and Storage Facility  
It was **RESOLVED** that the Town Council explore all options available.

- v) Kennel Farm Road Allotment Security  
It was **RESOLVED** that the Town Council agree in principle, but defer making a decision until after a site meeting and consultation with rural police.
- vi) Biggleswade Allotment Group Office/Store Room Proposal  
It was **RESOLVED** that the Town Council agree to this proposal, subject to BAG obtaining planning permission.

Mr Thorn left the meeting at 7.08 pm.

**B27/0908 8. MATTERS ARISING**

**From the Minutes of the Town Council Meeting held on 13 September 2016:**

There were no matters arising.

**B27/0909 9. PLANNING APPLICATIONS**

**B0909.1 a. CB/16/03993/FULL – 9 Playfield Close, Biggleswade**

Two storey side extension.

The Town Council raised **NO OBJECTION** to this Application, provided the neighbours are consulted, and that any comments they may make are considered by CBC in their deliberations.

**B0909.2 b. CB/16/03827/FULL Shortmead Cottage, Shortmead Lane, Biggleswade**

Erection of a new dwelling.

Cllr I Bond expressed a pecuniary interest in this item and left the meeting at 7.49pm, returning at 7.55pm.

The Town Council raised **NO OBJECTION** to this Application, provided the neighbours are consulted, and that any comments they may make are considered by CBC in their deliberations.

**B0909.3 c. CB/16/04085/FULL – 205 Holme Court Avenue, Biggleswade**

Proposed single storey rear extension and internal alterations.

The Town Council raised **NO OBJECTION** to this Application, provided the neighbours are consulted, and that any comments they may make are considered by CBC in their deliberations.

**B0909.4 d. CB/16/04099/FULL – 5 London Road, Biggleswade**

Single storey side extension.

The Town Council raised **NO OBJECTION** to this Application, provided the neighbours are consulted, and that any comments they may make are considered by CBC in their deliberations.

B0909.5 e. **CB/16/04120/FULL – 83 London Road, Biggleswade**  
Single storey extension to the rear pitched roofs to existing dormer render to existing brickwork garden wall and gates.

The Town Council raised **NO OBJECTION** to this Application, provided the neighbours are consulted, and that any comments they may make are considered by CBC in their deliberations.

B0909.6 f. **CB/16/0405/FULL – 100 Drove Road, Biggleswade**

Loft conversion with rear dormer, roof lights and fenestration alterations.

The Town Council raised **NO OBJECTION** to this Application, provided the neighbours are consulted, and that any comments they may make are considered by CBC in their deliberations.

**B27/0910 10. ACCOUNTS**

B0910.1 a. **Financial Administration**

For Members to received the following Accounts:

- i. Detailed Balance Sheet to 31 August 2016.
- ii. Summary of Income & Expenditure
- iii. Income and Expenditure by budget heading
- iv. Current Bank Account, receipts and payments to 31 August 2016.

It was **RESOLVED** that the Town Council adopt the Accounts as detailed above.

B0910.2 b. **External Audit for the Year Ended 31 March 2016**

The following comments were made:

- Trust Fund Disclosure – the response should be N/A
- The Town Clerk's issue with this is that in the previous accounts the report came back to say we had ticked the wrong box and therefore there is inconsistency.
- Risk Assessment has been recommended by sub committee to Council, and we can see nothing wrong with that.

Members felt that there were several items in the report that were worthy of a response; and that the Town Clerk should respond to the points raised with a view to the Auditors rectifying this Report.

Cllr D Strachan asked if Council were in a position to receive and approve the Audit Report without satisfactory answers to our queries.

The Town Clerk said that the Audit Report could be received and approved at this meeting, but he would like to follow up the comments made.

It was therefore **RESOLVED** that the Audit Report be approved on this basis.

**B27/0911 11. ITEMS FOR CONSIDERATION**

**B0911.1 a. Bedford College Student Achievements Ceremony 2016**

Members were asked to consider sponsoring Bedford College Student Achievements Ceremony 2016. Town Council are regular supporters of this event, and it was **RESOLVED** that Biggleswade Town Council will donate £60 to this charity event.

**B0911.2 b. Town Centre Refurbishments**

Following discussions between the Town Clerk and Central Bedfordshire Council, 106 monies are being made available to allow refurbishment works to be carried out to the street furniture in the Town Centre.

It was **RESOLVED** that the Town Council accept this opportunity for the refurbishments offered. However, it was agreed that strong representation must be made to CBC at the Biggleswade Joint Committee, with regard to the other essential refurbishments such as the broken paving in Hitchin Street.

**B0911.3 c. Advertising Banners**

Members were asked to consider writing a formal policy on the removal of advertising banners from the town.

The Town Council would like to support town organisations and charities, and it was suggested that a list of regulations be drawn up for Members to consider and debate. This would allow small banners advertising town-based groups and charitable organisations to place a banner for up to a period of three weeks, after which time it will be removed by either the advertiser or the council.

However, the large commercial banners at Dan Albone Car Park are unacceptable, and this concern should be taken into consideration when negotiating the lease.

It was **RESOLVED** that the Town Clerk will draw up a draft policy to bring forward to Town Centre Management Committee. Cllr B Briars abstained from the vote.

B0911.4 d. **Bedfordshire Police Meeting – 10 September**

Cllr D Strachan gave an informative update following the first Annual Conference for Police and Parish Councils run by Bedfordshire’s Police and Crime Commissioner, Kathryn Holloway. A copy of the report was attached to the Agenda.

Due to the retirement of our previous contact, Sgt Gary Kidd, we have the following contact details for PCSO Ann Jeeves, who will be dealing with Biggleswade matters until a replacement has been recruited.

[Ann.Jeeves@Bedfordshire.pnn.Police.uk](mailto:Ann.Jeeves@Bedfordshire.pnn.Police.uk). Please copy the Town Clerk on any matters you wish to raise with the PCSO as it may be possible to deal with some concerns through other channels.

Members welcomed the positive moves to increase police presence in the town. The Town Clerk will write to the Chief Constable and support officers, and invite them to attend a separate meeting with Councillor’s to address any points of concern from Biggleswade Town Council.

B0911.5 e. **Entrances to Biggleswade**

A request has been received from a resident of Biggleswade, asking what can be done to improve the maintenance to the entrances to Biggleswade from the A1 in order to make the area more attractive and to entice people into the town.

The Town Clerk will investigate the ownership of the land in question, following which this item will be put on the Town Centre Management (TCM) Agenda for discussion at the next meeting of the TCM on 15 November 2016.

B0911.6 f. **Local Government Finance Settlement – Parishes and Referendum Principles**

Following receipt of the Government’s technical consultation on the Local Government Finance Settlement for 2017-18, Members were asked to consider responding to the consultation.

The Town Clerk listed a number of options which he felt needed a formal response. Cllr Mrs M Russell took Members through the consultation document in detail, covering the relevant section “point No 3.3 Council tax referendum principles for Parish and Town Councils, items 3.3.1 through to 3.3.7”.

Cllr Russell read out a list of formal questions to be answered, together with an explanation of the suggested responses under item numbers “4,5,6 and 7”.

It was **RESOLVED** that the Town Clerk repond for all options, either as Town Clerk, or representing the Town Council as per Cllr Russell’s suggestions.

Cllr Russell informed Members that the AGM for the Bedfordshire Association of Town & Parish Councils is taking place on 26 October at 7.30pm, at Houghton Conquest Village Hall. Cllr Russell and Cllr North will be attending, and Council representatives on the (BATPC) are encouraged to attend if possible.

B0911.7      **g.    Local Council Award Scheme – Foundation Award**

Members were asked to consider applying for the Foundation Award which demonstrates that Council meets the minimum requirements for operating lawfully and according to standard practice.

It was **RESOLVED** that the Town Clerk register Biggleswade Town Council's application to the Local Council Award Scheme.

B0911.8      **h.    Planning Training for Town & Parish Councillors J Medlock and M North will be attending**

Central Bedfordshire Council would like to invite up to two Town Councillors to attend training sessions about the mechanics of the planning system.

Cllr M North and Cllr J Medlock will attend the training session on 5 October at CBC Chicksands.

**B27/0912      ITEMS FOR INFORMATION**

B0912.1      **a.    Planning Application Outcomes**

The Planning Application Outcomes were **NOTED**.

It was however noted that the Planning Application for 16/01199/FULL, 62 Holme Court Avenue, fencing application had been granted, despite going against BTC objections concerning the height guidelines that are in place.

B0912.2      **b.    Biggleswade Joint Committee – Draft Minutes**

Members received a copy of the Draft Minutes for the Biggleswade Joint Committee meeting held on 20 July 2016.

Members felt that the Minutes were lacking in content and expressed the wish to have a copy of the comprehensive notes from the Note-taker for additional information.

Cllr Mrs M Russell felt that the presentation made to the BJC by Mr Tim Hoyle, CBC, MANOP Team, regarding "Meeting the Needs of Older People in Central Bedfordshire", would be of interest to BTC and would like to see this on a future Agenda. The Town Clerk will invite Mr Hoyle to present this to Council at a future meeting.

B0912.3      **c.    Thank you Note**

BTC have received a very welcome "thank you note" from a member of the public, and would like the Minutes to record this in acknowledgement of the work that Council staff often undertake without mention.

**B13/0913      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.

**B13/0914**    **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 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.

The meeting closed at 8.35pm