



**MINUTES OF THE BIGGLESWADE TOWN COUNCIL MEETING**  
**HELD ON TUESDAY 23 JUNE 2020**  
**AT 7PM VIA ZOOM WEBINAR FUNCTION**

**PRESENT:**

- Cllr D. Albone
- Cllr I. Bond
- Cllr K. Brown
- Cllr G. Fage (Vice Chairman)
- Cllr L. Fage
- Cllr F. Foster
- Cllr M Foster
- Cllr M. Knight
- Cllr R. Pullinger
- Cllr H. Ramsay
- Cllr M. Russell (Chairman)
- Cllr D. Strachan
- Cllr C. Thomas
- Cllr J. Woodhead

- Mr P Truppin – Acting Town Clerk, Biggleswade Town Council
- Ms N Villa – Interim Deputy Town Clerk, Biggleswade Town Council
- Mrs S van der Merwe – Meeting Administrator, Biggleswade Town Council

Members of Public – 6

**Meeting Formalities:**

Following a reminder to meeting attendees, both panel and public, that this is a formal meeting, the Mayor advised that members of the public will be given an opportunity to speak during public open session but not at other times. The meeting is being filmed and by being present attendees are deemed to have agreed be filmed and to the use of those images and sound recordings. The Mayor advised that attendees should not disclose any personal information of individuals as this would infringe the Data Protection Rights of the individual. The Mayor asked everyone to mute their microphones when not speaking.

**1. APOLOGIES FOR ABSENCE**

Cllr M North.

**ABSENT WITHOUT APOLOGIES**

None.

**2. DECLARATIONS OF INTEREST**

**a. Disclosable Pecuniary interests in any agenda item:**

None.

b. **Non-Pecuniary interests in any agenda item:**

Cllr I Bond in relation to Item 11c.

3. **TOWN MAYOR'S ANNOUNCEMENTS**

None.

4. **PUBLIC OPEN SESSION**

The IT Administrator advised members of the public wishing to speak to use the "raise hand" function on screen.

None

5. **INVITED SPEAKER**

None.

6. **MEMBERS QUESTIONS**

a. Cllr R Pullinger requested an update on remedial works in the pipeline for The Orchard Centre. The Acting Town Clerk advised there is little to report at this time, the last correspondence with the contractors was that the proposed work was not appropriate and they were looking at alternative flooring resolutions. The Acting Town Clerk said that members would be updated at the next meeting.

b. Cllr J Woodhead expressed delight that playparks will finally be open on 4 July. The Acting Town Clerk confirmed that they have been monitored and inspected regularly during the COVID-19 and the Council would be well placed to open these sooner rather than later after conducting risk assessments.

7. **MINUTES AND RECOMMENDATIONS OF MEETINGS**

Members received the minutes of the Council Meeting held on **Tuesday 9 June 2020** via Zoom online webinar.

The following amendment was proposed:

- **Page 9: Item 13e:** Page 9: Item 13e: Cllr M Knight stated that the minutes recorded only some of what he had said and requested that it be recorded that he thought it would be wrong and something of an anomaly if market traders were denied the opportunity to trade and earn a living when shops could choose to reopen from 15 June 2020.

Subject to this amendment, the minutes were approved as a true and accurate record.

8. **MATTERS ARISING**

Matters arising from the Minutes of the Town Council Meeting of **09 June 2020**.

- a. **Page 8: Item 13d.:** Cllr M Knight requested an update on the Market Defibrillator. The Acting Town Clerk is aware that an order has been placed and agreed to confirm in writing to Members the current status of this item.

9. **PLANNING APPLICATIONS**

- a. **CB/20/01547/FULL – The Co-Op Store, The Saxon Centre, Kingsfield Road, Biggleswade, SG18 8AT**

Installation of new plant and air-conditioning equipment internally in plant room, shopfront colour changes.

It was **RESOLVED** that the Town Council has **NO OBJECTION** to this planning application provided the neighbours are consulted and that any comments they may make are considered by CBC in their deliberations.

- b. **CB/20/01908/FULL - 3 Derwent Avenue, Biggleswade, SG18 8LY**

Two storey and single storey rear extensions and garage conversion.

It was **RESOLVED** that the Town Council has **NO OBJECTION** to this Planning Application providing 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 dwellings are complied with to eliminate detriment in respect of light and privacy of adjacent residents.

- c. **CB/20/01456/FULL - 15 Spring Close, Biggleswade**

Conversion of double garage for residential use.

It was **RESOLVED** that the Town Council **OBJECTS** to this Planning Application due to the lack of adequate parking.

- d. **CB/20/01453/FULL - 4 London Road, Biggleswade, SG18 8EB**

Change of use from A1 beautician (back to) C3 house residential dwelling (house only). Resubmission of planning application due to:

- i. Highways have objected to parking issue; and
- ii. Alteration to the red line boundary.

The Town Council considered this application at a meeting held on 12 May 2020 and had resolved to object to this planning application on the grounds that:

1) Further detailed plans on the design for this application were required. 2) There needs to be clarity on parking spaces. 3) Clarity whether the Coffee shop is included in the application.

Councillors further considered the application in the light of the revised plan and, noting the comments made by CBC Highways, **RESOLVED** to inform the Planning Authority that the previous objections stand on all grounds.

10. **ACCOUNTS**

a. **Financial Administration**

Members **RECEIVED** and **ADOPTED** the following accounts:

- i. Detailed Balance Sheet to 31/05/2020.
- ii. Income and Expenditure by budget heading 31/05/2020.
- iii. NatWest Payment Listing to 31/05/2020.
- iv. Lloyds Bank Payment listing 31/05/2020.

Cllr R Pullinger queried the current cleaning costs on Town Hall as these were nearly two-thirds of the annual budget and asked for clarification of whether these are COVID-19 related or if there was another reason. The Acting Town Clerk confirmed he would look into this and advise members separately.

Cllr H Ramsay asked The Acting Town Clerk to confirm the proposal for investment of the cash balance on the Lloyds Account. The Acting Town Clerk confirmed that the Lloyds account held over £600,000 and a further sum of circa £260,000 was transferred from the closed NatWest accounts. CCLA has confirmed that all the forms were satisfactorily completed and investment can be actioned. The Acting Town Clerk stated he would initially invest £400,000 with CCLA.

11. **ITEMS FOR CONSIDERATION**

a. **BATPC County Committee**

Members were asked for their views on the consultation on the new Model Member Code of Conduct. One recommendation was that there should be stronger sanctions for Councillors who were in contravention of the Code.

Cllr R Pullinger requested that Members be given extra time to review the document and discuss this at the second meeting in July or the first meeting in August, given the deadline of 17 August 2020. Cllr M Russell recommended deferring this to the second July meeting which would allow time for any further work before the deadline.

It was **RESOLVED** to defer this item to the second meeting in July.

b. **Hallam Land North of Biggleswade Development Brief**

A draft response to Hallam's Development Brief has been completed in conjunction with the Town Council's Transport Consultant.

Cllr G Fage had circulated the draft response to Councillors on 23 June. Following Hallam's presentation and upon further consultation with the Biggleswade Town Council Transport Consultant, Members felt that a formal objection to Hallam's Development Brief should be sent to CBC and copied to Hallam for their records.

Cllr G Fage explained that a Development Brief is the document that sets formal parameters for the level of detail that is required for future planning applications – it is a deliberately high-level document without much detail. Council Members felt that there were issues in the Development Brief that should be rebutted – especially over access for vehicles and pedestrians, rights of way, what will happen to Lindsell's Crossing and Hallam's dependency on the 1500 homes application on Land East of Biggleswade. These are either mentioned and Members are not happy with what has been said or have not been mentioned and should be.

Cllr R Pullinger asked that a copy of the response letter should be appended to the minutes and published for transparency and this was agreed.

It was **RESOLVED** to send the draft response letter as circulated to CBC and copy this to Hallam.

c. **Request – Naming unnamed road in Biggleswade North**

Mr I Bond, as landowner, wrote to Biggleswade Town Council requesting the naming of this right of way under the Type 4 regulations as a measure of thanks to Mr Fidler and his family for ensuring that the land is available for Lindsell's Crossing, within the HIF project. The Fidler family has a longstanding dedication to Biggleswade and to retaining the history of Biggleswade by protecting its listed buildings and common ground and as a small measure of thanks for everything they have done over the years, Cllr Bond recommended that the Town Council adopt the name Fidler's Walk for this right of way.

It was **RESOLVED** that the right of way be named Fidler's Walk

d. **Parking Control (D):**

CBC has proposed reintroducing parking charges and on-street parking controls from 1 July 2020.

Cllr G Fage reminded Members of the recent proposals for permanent parking changes agreed at the Town Council meeting on 11 February 2020. Those amended parking orders will take time to be put into effect. In the meantime, a plan needs to be devised on how to minimise the health risk to the public and progress of works in order to get the resumption of charges in place.

The Acting Town Clerk reminded Members that there was a decision taken to extend the parking permits in town for a 3-month period. Also, it was intended to continue free parking on Saturdays until the new revised parking orders have been approved by CBC.

Cllr M Russell asked for clarity around the number of working machines in each car park.

Following discussion:

It was **RESOLVED** to resuming parking charges from 1 August 2020 with the relaxed Saturday parking orders to remain unchanged and for the parking charge meters to be repaired or have their software updated.

It was **RESOLVED** to commence the process of parking permit renewals for residents and workers.

It was **RESOLVED** that posters should be provided at all the Biggleswade Town Council parking facilities machines that parking charges will resume from 1 August 2020.

It was **RESOLVED** to add this item to the next Town Council agenda to review progress.

e. **Market Update**

Cllr G Fage advised the Market Policy was received from the Town Centre Operations Manager 24 hours before and recommended Members review this before the next Town Council Meeting. Cllr G Fage believed this could be adopted at the next scheduled Town Council Meeting with traders signing up to this after it has been adopted.

It was **RESOLVED** that the market resume in full on **4 July 2020** using the proposed layout approved by Town Council previously.

It was **RESOLVED** that the updated Market Policy be added to the first meeting in July for adoption by the Town Council.

**12. ITEMS FOR INFORMATION**

a. **Grants 2020 – 2021**

Noted.

**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.

None

**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.

a. **Rose Lane Car Park Lease:** Interim Clerk to give a verbal report.

b. **Appointment of the new Town Clerk:** Interim Deputy Clerk to give a verbal report.

c. **Other staffing matters:** The Interim Deputy Clerk to give a verbal report.

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.