



## STOTFOLD TOWN COUNCIL

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Dear Councillor, you are hereby summoned to attend:

**A MEETING OF THE TOWN COUNCIL, ON WEDNESDAY 3<sup>RD</sup> APRIL 2019, AT 7.00PM, IN  
THE COUNCIL CHAMBER, GREENACRE CENTRE, STOTFOLD**

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### **AGENDA**

**1. Mayor's announcements and civic attendance**

See Agenda Report.

**2. Disclosure of Members Interests on matters contained in this agenda**

To receive from Members any disclosures of personal or prejudicial interests on matters contained in the agenda. Members are reminded that if at any time during the meeting they feel they have an interest in an item being discussed, they should declare it at that point.

**3. To receive apologies for absence from Town Council Members.**

**4. Oral questions from Electors**

Up to 3 members of the public will be given 3 minutes each to speak, after giving notice of their wish to do so to the Town Clerk prior to the meeting. Order of speakers will be in order of notification to the Clerk.

**5. Council minutes**

To note and sign as a correct record, the minutes of the Council meeting held on 6<sup>th</sup> March 2019.

**6. Clerk's Report and Matters Arising for Information**

**Clerk's Report**

For information, a letter has been received from a resident, raising points concerning Councillors and the Town Council relating to historic matters. Due to the nature of the enquiry the matter was referred to the Council's solicitors to respond.

**7. Correspondence received for information**

Nothing to report as at production of agenda.

**8. Policing and community safety in Bedfordshire**

The safety of our communities is currently a hot topic, and funding has been made available to tackle crime and anti-social behaviour

- 1) Central Beds Council has confirmed that they will be funding 12 new community safety officers to work alongside the police and communities to help tackle community safety issues – copy of article provided for Members
- 2) The Bedfordshire Police & Crime Commissioner has confirmed that she has been able to secure funding through an increase in Council Tax and Home Office and Government grants for up to 400 new police officers for Bedfordshire.

- 3) The Bedfordshire Police & Crime Commissioner has written to all Town and Parish Councils in Bedfordshire seeking financial support to provide a PCSO dedicated to policing in the local area, subject to agreement. A copy of the letter is provided for Members.

Members are asked to consider the request in point 3) to provide funding for such an officer.

#### **9. Community changing rooms – Arlesey Road**

The club-house building at Arlesey Road is formed of two parts, with a small section being outside the Football Club lease area, as community changing rooms which the Town Council is to retain. At a recent site meeting, discussions were held regarding how we might be able to identify utility usage for the two separate areas.

There are three possible options Members are asked to consider:

1. Continue with Council's original wish that the utility supplies to the community changing rooms are separately metered – details on the complex metering system will be circulated to Members prior to the meeting. Cost £15,000.
2. Continue with the current being installed – separate metering for electricity only, and then proportion utility costs according to each section of the building as a percentage. This would be subject to agreement between the Football Club and the Town Council.
3. Create a new lease on the community changing rooms with the Football Club. Thereby transferring management of this section, together with all running costs to the Football Club, i.e. utilities, repairs/maintenance, cleaning. This would also remove the difficulty/costs with separate metering. It is proposed that this would initially be a 25-year lease, subject to renegotiation after that period. The Football Club has been asked for their response to this potential option, to be advised at the meeting.

#### **10. Protocol for death of a Monarch or senior figure**

1. To consider the Protocol for the death of a Monarch or senior figure, as drafted by the Clerk (to be circulated)
2. To approve executive action taken by the Clerk in consultation with the Chairman, as a consequence of the need to produce such a Protocol, in purchasing a set of condolence books plus spare loose-leaf sheets at a cost of £75.78 plus vat. (Establishment Committee – Stationery budget)

#### **11. To receive a report from a Central Bedfordshire Councillor on matters pertaining to Stotfold**

#### **12. To receive a report from Member and Nominated Representatives on outside bodies**

#### **13. To receive a report, copies of minutes and recommendations from the Town Plan Implementation Group**

#### **14. To receive an update on progress of the Arlesey Road project & relocation of Football Club**

#### **15. Monthly accounts**

- i) To approve the list of payments in the Expenditure Report for April 2019 and note income received during March 2019 in the Income Report
- ii) To review and note the Committee Budget Report for month end March, together with bank balances as at end March 2019

#### **16. Committee minutes**

##### Planning Committee

*13<sup>th</sup> March 2018*

- Members of the Planning Committee will be asked to confirm that the minutes are a correct record of the meeting held on Wednesday 13<sup>th</sup> March 2019
- Members of the Council will then be asked to note the minutes of the Planning Committee meeting held on Wednesday 13<sup>th</sup> March 2019. There were no recommendations to Council

#### *27<sup>th</sup> March 2018*

- Members of the Planning Committee will be asked to confirm that the minutes are a correct record of the meeting held on Wednesday 27<sup>th</sup> March 2019
- Members of the Council will then be asked to note the minutes of the Planning Committee meeting held on Wednesday 27<sup>th</sup> March 2019. There were no recommendations to Council

#### Recreation Grounds, Public Lands & Lighting Committee

- Members of the Recreation Grounds, Public Lands & Lighting Committee will be asked to confirm that the minutes are a correct record of the meeting held on 13<sup>th</sup> March 2019
- Members of the Council will then be asked to note the minutes of the Recreation Grounds, Public Lands & Lighting Committee meeting held on Wednesday 13<sup>th</sup> March 2019. There were no recommendations to Council

#### Town Enhancement Committee

- Members of the Town Enhancement Committee will be asked to confirm that the minutes are a correct record of the meeting held on Wednesday 13<sup>th</sup> March 2019
- Members of the Council will then be asked to note the minutes of the Town Enhancement Committee meeting held on Wednesday 13<sup>th</sup> March 2019. (see Agenda Report for Committee recommendation)

#### Establishment Committee

- Members of the Establishment Committee will be asked to confirm that the minutes are a correct record of the meeting held on Wednesday 20<sup>th</sup> March 2019
- Members of the Council will then be asked to note the minutes of the Establishment Committee meeting held on Wednesday 20<sup>th</sup> March 2019. There were no recommendations to Council

#### Buildings Management Committee

- Members of the Buildings Management Committee will be asked to confirm that the minutes are a correct record of the meeting held on Wednesday 20<sup>th</sup> March 2019
- Members of the Council will then be asked to note the minutes of the Buildings Management Committee meeting held on Wednesday 20<sup>th</sup> March 2019. There were no recommendations to Council

#### Cemetery Management Committee

- Members of the Cemetery Management Committee will be asked to confirm that the minutes are a correct record of the meeting held on Wednesday 27<sup>th</sup> March 2019
- Members of the Council will then be asked to note the minutes of the Buildings Management Committee meeting held on Wednesday 27<sup>th</sup> March 2019. There were no recommendations to Council

#### **17. Questions from Electors on items arising from this evening's meeting**

#### **18. Items for information purposes only**

*KA Elliott-Turner*

**Mrs KA Elliott-Turner  
Town Clerk**

1<sup>st</sup> March 2019

To: All Stotfold Town Councillors, Central Bedfordshire Council Ward Members, representative of the press and electorates of Stotfold

# COUNCIL AGENDA REPORTS

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| <b>AGENDA ITEM 1</b>  | <b>Meeting date: 3<sup>rd</sup> April 2019</b> |
| <b>Mayor's announcements &amp; civic attendance</b>   |  |
| <b><u>Mayors Civic Attendances March 2019</u></b>   |  |
| 5 <sup>th</sup> March – Houghton Regis Pancake Race – declined<br>10 <sup>th</sup> March – Chairman's Civic Service Woburn – attended<br>14 <sup>th</sup> March – Stotfold Football Club - attended<br>17 <sup>th</sup> March – Biggleswade Town Mayor Civic Service - declined<br>20 <sup>th</sup> March – Houghton Regis Charity Dinner at Go Houghton – declined<br>24 <sup>th</sup> March – Dunstable Town Council Civic Service- declined<br>30 <sup>th</sup> March – Mayor of Leighton-Linslade Spring Fayre – declined |  |
| <b><u>Mayors Civic Attendances April 2019</u></b>   |  |
| 3 <sup>rd</sup> April – Roecroft Lower School Spring has sprung – to be confirmed<br>6 <sup>th</sup> April – North Herts District Council Multicultural Celebration – accepted<br>7 <sup>th</sup> April – Houghton Regis Civic Service – accepted<br>10 <sup>th</sup> April – Mayor of Leighton–Linslade Charity Event - declined<br>26 <sup>th</sup> April – Mayor of Leighton–Linslade Bingo Night – to be confirmed  |  |
| <b>Decision required:</b> attendance where Mayor unable to attend, or Councillors are invited   |  |
| <b>Expenditure required:</b> n/a  |  |

## COUNCIL AGENDA REPORTS

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| <b>AGENDA ITEM 16</b>   | <b>Meeting date: 3<sup>rd</sup> April 2019</b> |
| <b>Committee recommendations – Town Enhancement</b>   |  |
| <p>Minute 11/19</p> <p><b>RECOMMENDED</b> that the title of this committee is changed to ‘Town Strategy Committee’, as this more appropriately covers the tasks of the committee – looking at the forward planning for the town, the Town Council and the community.</p>  |  |
| <p>Minute 13/19</p> <p><b>RECOMMENDED</b> that this Council’s Mission Statement to support our Vision Statement is as follows: ‘Enhancing the community of Stotfold will be achieved by effective use of our assets and managing council Tax received from our residents in the most appropriate way. The Council will give our staff clear objectives and decisions to implement actions that maintain and improve our assets to the benefit of Stotfold’.</p> |  |
| <p>Minute 14/19</p> <p><b>RECOMMENDED</b> that this committee’s earmarked reserves title is changed to Town Strategy - projects.</p>  |  |
| <b>Decision required:</b> consider resolving recommendations  |  |
| <b>Expenditure required:</b> n/a  |  |