



# STOTFOLD TOWN COUNCIL

## Councillors:

You are hereby summoned to attend the Stotfold Town Council meeting to be held online on **Wednesday 5<sup>th</sup> May 2021 at 7.00pm** for the purpose of transacting the following business.

## To join the meeting:

Meeting ID: 814 6558 1434

Passcode: 937959

<https://tinyurl.com/STCAnnualMeeting5May21>

If you wish to join by telephone, please contact the Town Clerk for further detail

## Members of the public:

Members of the public are invited to observe the meeting and may participate at the 'public participation' agenda item. As per Standing Orders, if you wish to speak, you must notify the Town Clerk of your intention prior to the start of the meeting; max 3 people with 3 minutes to speak each (contact in advance [enquiries@stotfoldtowncouncil.gov.uk](mailto:enquiries@stotfoldtowncouncil.gov.uk) or 01462 730064 or you will be asked at the appropriate point in the agenda if unable to give prior indication).

---

## AGENDA

1. **Election of Chairman**  
**To elect** a Chairman of Stotfold Town Council, who will also take the role of Mayor of Stotfold.
2. **Declaration of Acceptance of Office**  
**To consider** deferring the signing of the Declaration of Acceptance of Office for the role of Chairman of Stotfold Town Council to the next available meeting of the council (Local Government Act 1972 Section 83 (4) (c)<sup>1</sup>.
3. **Election of Vice-Chairman**  
**To elect** a Vice-Chairman of Stotfold Town Council, who will also take the role of Deputy Mayor of Stotfold. The Vice-Chairman will sign the Declaration of Acceptance of Office for their role at the next available meeting of the council.
4. **Apologies for absence**  
**To receive** apologies for absence from Town Council members.
5. **Disclosures of Members Interests and Dispensations**
  - a) Members to declare interests in respect of any item on the agenda

---

<sup>1</sup> <https://www.legislation.gov.uk/ukpga/1972/70/section/83>

b) Proper Officer to consider written requests from members for dispensations  
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.

## 6. Adoption of Standing Orders and Financial Regulations

**To adopt** its Standing Orders and Financial Regulations.

## 7. Committees, sub-committees, working parties and steering groups

**To confirm** the constitution of its committees, sub-committees, working parties and steering groups and **to adopt** Terms of Reference for each, as recently reviewed by council (min 62/21).

### Committees

- Buildings Management Committee shall have **8 members**
- Cemetery Management Committee shall have **8 members**
- Planning Committee shall have **10 members**
- Town Strategy Committee shall have **8 members**
- RGPLL\* Committee shall have **10 members**
- Establishment Committee shall have between **7 and 9 members** (consisting of the Chairman and Vice-Chairman of Council, and Chairmen of each committee)

### Sub-committees, working parties and steering groups

- Etonbury Green Wheel shall have **8 or more members, 2 of which must be from RGPLL\* Committee**
- Town Plan Implementation Group (sub-committee of Town Strategy Committee) shall have **up to 12 members – at least 2 of which must council members**
- Stotfold Christmas Lights Committee shall have **2 council members** plus residents/businesses (chairman shall be a council member)
- Stotfold Neighbourhood Plan Steering Group shall have **10 members, up to 4 of which shall be council members** (chairman shall be a council member)
- Arlesey Road Task & Finish Group shall have **4 council members**

\*RGPLL – Recreation Grounds, Public Lands & Lighting Committee

## 8. Formation of committee membership and election of committee chairmen & vice-chairmen

- 1) Formation of committee membership  
**To confirm** membership of each of its committees, sub-committees, working parties and steering groups
- 2) Election of committee chairmen and vice-chairmen & confirm Establishment Committee membership  
**To elect** chairmen and vice-chairmen for each standing committee.  
The Establishment Committee will consist of the Chairman and Vice-Chairman of Council, plus chairmen of each standing committee. Once these roles have been determined, up to two additional members may complete this committee's membership
- 3) Election of sub-committee, working party and steering group chairmen  
**To elect** chairmen for the following: Stotfold Neighbourhood Plan Steering Group; Stotfold Christmas Lights Committee; Arlesey Road Task & Finish Group.

9. **Meetings schedule**

**To confirm** dates for ordinary council and committee meetings for the period May 2021 to April 2022. Note, meetings may be subject to cancellation or postponement if there are no items for the agenda, the meeting will be inquorate or for other reasons determined by council or relevant committee.

10. **Appointment of member or nominated representatives on outside bodies**

**To nominate or confirm** representatives (where role continues) on the following outside bodies:

- a) Community Governor for St Mary's Academy
- b) Community Governor for Roecroft Lower School
- c) Community Governor for Etonbury Academy
- d) Stotfold Football Club Committee
- e) Mossman Management Committee
- f) Stotfold Bowls Club Committee
- g) Stotfold Scouts Committee
- h) Stotfold Chamber of Trade
- i) Trustees of Eleemosynary Charity of William Field
- j) Bedfordshire Association of Town & Parish Councils

11. **Appointment of member representatives to serve the council**

**To appoint** member representatives as follows:

- a) Tree Warden
- b) Highways Representative
- c) Bedfordshire Police & Priority Setting
- d) Stotfold Community Safety Plan Group

12. **Authorise regular/annual payments**

**To approve** payments which arise on a regular basis, as the result of a continuing contract, statutory duty or obligation – to include subscriptions and memberships. (to be circulated)

13. **Appointment of bank signatories**

**To confirm** bank signatories to accounts held by the council as follows:

Unity Trust Bank – Councillors B Collier, A Cooper, Mrs J Hyde, B Saunders, and the Town Clerk

Barclays Bank – Councillors B Collier, B Saunders, Mrs J Hyde and the Town Clerk

14. **Internal Auditor 2021/2022**

**To appoint** an Internal Auditor for 2021/2022 – Proposed that Mrs Julie Betts continues in the role. The Clerk has undertaken checks to ensure that Mrs Betts remains competent, independent and is suitable to carry out the role. Mrs Betts' fee for 2021/2022 is £250 per audit and will carry out two half year audits, as in previous years.

15. **Council policies**

**To note** council's policy documents, and their relevant review dates – these are accessible to members via the council's Google Drive, and as per Standing Order 6 (j) xvi, xvii, xviii, xix, **to review** the council's complaints procedure, press policy, and policies and procedures relating to employment and obligations under freedom of information and data protection legislation.

16. **Asset Register**  
**To note** the review of council's Asset Register, carried out in November 2020 (min 130/20), and update register if necessary.
17. **Insurance cover**  
**To note** the review of council's insurance cover in respect of all insurable risks, carried out in November 2020 (min 129/20), and update if necessary.
18. **Councillor attendance record**  
**To note** the attendance record of members for the 2020/2021 year (to be circulated).
19. **Mayor's announcements and civic attendance**  
  
Civic attendance  
16<sup>th</sup> April – County of Bedfordshire service of Thanksgiving for HRH The Prince Phillip, the Duke of Edinburgh – Bedford – Attended
20. **Public participation – questions, comments and responses**  
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.
21. **Clerk's Report, correspondence received and matters arising for information**  
Nothing to report as at production of agenda.
22. **Council minutes**  
**To note and sign** as a correct record, the minutes of the meeting of the Council held on 7<sup>th</sup> April 2021.
23. **Virtual meetings legislation and preparing for return to face-to-face meetings**  
**To consider** a report from the Clerk (circulated to members) regarding the outcome of the High Court judgement in a case by Lawyers in Local Government (LLG), Association of Democratic Services Officers (ADSO) and Hertfordshire County Council in their bid to enable local councils to continue meeting remotely, and **to consider** options as per Clerk's report (circulated to members) to determine a way forward from 7<sup>th</sup> May 2021.  
  
**For note**, as a reminder to members, the Government is 'seeking views on the use of the current arrangements which have allowed local authorities to hold meetings remotely or in a hybrid format during the coronavirus pandemic'. Consultation closes 17<sup>th</sup> June 2021.  
<https://www.gov.uk/government/consultations/local-authority-remote-meetings-call-for-evidence/local-authority-remote-meetings-call-for-evidence>
24. **Draft 1 Year Action Plan – April 2021 to March 2022**  
**To consider and adopt** the draft 1 Year Action Plan for period April 2021 to March 2022, any additions/amendments to be put forward at the meeting. **To note** review of previous Action Plan period. Both documents to be circulated to members.
25. **Youth Engagement**  
**To consider** strategies to engage with young people of our town - to improve communication between the council, the community and our young residents, and enable

young people to feel more included in the community.

## 26. Executive action – BT payphone, Norton Road/Baldock Road

**To approve** executive action taken by the Clerk in consultation with the Chairman to return the following comment to Central Beds Council, due to short timescales available:

“Stotfold Town Council does not agree with the proposed removal of the BT payphone situated at the junction of Norton Road/Baldock Road in Stotfold (01462730377 - JCN NORTON RD PCO1 BALDOCK ROAD STOTFOLD HITCHIN)”

BT have informed Central Beds Council of their proposals to remove 2 payphones, one in Dunstable and one in Stotfold. BT have not proposed to remove these particular payphones before now.

OFCOM require that Central Beds Council consults with the two Town Councils to arrive at a First Decision. Following this process, a public consultation will be held locally, and a Second (and final) Decision will be made. The Director for Place and Communities in consultation with the Executive Member for Community Services have been delegated by Central Beds Council Executive to make the final decision.

## 27. EV Chargepoint locations

Central Beds Council has launched a campaign for residents to suggest potential on-street electric vehicle (EV) chargepoint locations. The following, including survey link, has been shared on the Town Council’s website and Facebook page.

“As part of our commitment to reduce carbon emissions across the region, residents can now outline their views via an online survey regarding the future installation of EV chargepoints. This includes preferences on the type of EV charging facility, preferred method of payment, and the use of ‘charging hub’ car parks that feature multiple EV parking bays.

We will use the information to help us make decisions on increasing the geographical spread and availability of chargepoints across our patch, focusing on public car parks and facilities such as leisure centres.

Residents can visit [EV Charging Register \(centralbedfordshire.gov.uk\)](https://centralbedfordshire.gov.uk/ev-charging-register) to fill out the survey.”

**To consider** possible locations within the town, with a view to submitting suggestions for council and non-council owned locations. Members are encouraged to complete the survey as residents.

## 28. Reports

**To receive and note**, reports from Central Beds Council Ward Members, Member and Nominated Representatives on Outside Bodies and Town Plan Implementation Group.

- a) Central Bedfordshire Council Ward Member
- b) Member and Nominated Representatives on Outside Bodies
- c) Town Plan Implementation Group (IG)
- d) Other Member Representative reports

## 29. Accounts

- a) **To approve** list of payments for approval in the Expenditure Report for April 2021, and note income received during March 2021
- b) **To review and note** the monthly committee budget report and bank balances as at end March 2021 (to be presented)

30. [Recreation Grounds, Public Lands & Lighting Committee meeting 14<sup>th</sup> April 2021](#)  
Members of the Recreation Grounds, Public Lands & Lighting Committee **to confirm** that the minutes are a correct record of the meeting. Members of council **to note** the minutes of the meeting.
31. [Planning Committee meeting 14<sup>th</sup> April 2021](#)  
Members of the Planning Committee **to confirm** that the minutes are a correct record of the meeting. Members of council **to note** the minutes of the meeting.
32. [Planning Committee meeting 15<sup>th</sup> April 2021](#)  
Members of the Planning Committee **to confirm** that the minutes are a correct record of the meeting. Members of council **to note** the minutes of the meeting.
33. [Planning Committee meeting 28<sup>th</sup> April 2021](#)  
Members of the Planning Committee **to confirm** that the minutes are a correct record of the meeting. Members of council **to note** the minutes of the meeting.
34. [Cemetery Management Committee meeting 28<sup>th</sup> April 2021](#)  
Members of the Cemetery Management Committee **to confirm** that the minutes are a correct record of the meeting. Members of council **to note** the minutes of the meeting.
35. [Establishment Committee meeting 28<sup>th</sup> April 2021](#)  
Members of the Establishment Committee **to confirm** that the minutes are a correct record of the meeting. Members of council **to note** the minutes of the meeting and to **resolve the recommendations** contained in minute 21/21.

**RECOMMENDED** that the following grants are approved:

<b>Organisation</b>	<b>Purpose of Grant</b>	<b>Amount Awarded</b>
Pix Gymnastics	Purchase safety crash mat and sectional vaulting table	£1,244.95
Respite at Home	To fund advertising for their service	£600.00
Larksfield Medical Practice	To purchase Doppler machine for the surgery	£3,000

**FURTHER RECOMMENDED** that the application from Country Days Ltd for £1000 to run 2 courses during the year was turned down. The Committee noted that they are based on the far side of Bedford and whilst they claim to have children attending from Stotfold, the committee felt money should be directed to more local charities to benefit the whole of Stotfold.

36. [Questions from electors on items arising from the meeting](#)

37. Items for information purposes only

*KA Elliott--Turner*

**Mrs KA Elliott-Turner  
Town Clerk**

29<sup>th</sup> April 2021

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