

STOTFOLD TOWN COUNCIL

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29 February 2024

Members of Stotfold Town Council

You are hereby summoned to attend the Stotfold Town Council meeting to be held in the Council Chamber, Greenacre Centre, Stotfold on **Wednesday 6 March 2024 at 7.00pm** for the purpose of transacting business detailed in the agenda.

Central Bedfordshire Council Ward Members, representative of the press and electorates of Stotfold, for information.

E Payne
Town Clerk

Members of the public:

You are now able to observe our meetings by joining via MS Teams. Join on your computer or mobile app [Click here to join the meeting](#) Please note, our meetings are be recorded for minute taking purposes, and will be deleted after minutes are approved.

Members of the public are invited to observe the meeting and may speak in the 'public section' 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 (contact in advance 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. APOLOGIES FOR ABSENCE

To receive and accept apologies for absence from Town Council members.

2. DISCLOSURES OF MEMBERS INTERESTS AND DISPENSATIONS

Members are reminded of their obligations to declare interests in accordance with the Code of Conduct. The Town Clerk will report any dispensation requests received. Where a matter arises at a meeting which relates to a Councillor's interest, the Councillor has the responsibility to declare that interest in accordance with the adopted Code of Conduct.

- a) To receive Member's declarations of interest in items on the agenda.
- b) To consider any requests for dispensations.

3. PUBLIC SECTION

Members of the public to speak are entitled to be at this meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960, Section 1, extended by the Local Government Act 1972, Section 100 unless precluded by the Council by resolution during the whole or part of the proceedings. on matters of concern, ask questions or make statements (maximum of 3 minutes per speaker), 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. [Public Participation Policy](#) applies.

4. MEMBERS ON OTHER AUTHORITIES

To receive and note the reports of CBC Ward Councillors.

5. COUNCIL MINUTES

To approve the minutes of the Council meeting held 31 January 2024 as a true record of the meeting.

7. MAYOR'S ANNOUNCEMENTS AND CIVIC ATTENDANCE

Civic Attendance report attached for information.

8. CLERK'S REPORT, CORRESPONDENCE RECEIVED & MATTERS ARISING FROM PREVIOUS COUNCIL MINUTES, FOR INFORMATION

9. COMMITTEE MINUTES

To receive the minutes of the following Committee meetings and note any recommendations:

9.1 Planning Committee – 31 January 2024

There were no recommendations.

9.2 Community Engagement Committee - 7 February 2024

There were no recommendations.

9.3 Recreation Committee – 14 February 2024

To ratify the following recommendation:

The Council adopts Banner Policy.

9.4 Planning Committee – 21 February 2024

There were no recommendations.

9.5 Cemetery Committee – 21 February 2024

There were no recommendations.

9.6 Town Strategy Committee – 21 February 2024

There were no recommendations.

10. FINANCE & RISK MANAGEMENT

10.1 To resolve to approve expenditure in January and February 2024.

10.2 To note the income received during January and February 2024.

10.3 To review and note the year-to-date income and expenditure report and Earmarked Reserves as at end January 2024.

11. PLANNING OBLIGATION

To receive a report regarding the Town Council's obligation towards planning.

12. REPORTS

To note the following reports:

12.1 Member and Nominated Representatives on Outside Bodies

12.2 Other Member Representative reports

13. MEMBER'S ITEMS FOR INFORMATION PURPOSES ONLY

14. WORK PROGRAMME

To note the Work Programme for Council.

15. DATE OF NEXT MEETING

3 April 2024.

MINUTES OF THE MEETING OF STOTFOLD TOWN COUNCIL HELD IN THE COUNCIL CHAMBER, GREENACRE CENTRE, STOTFOLD ON WEDNESDAY 31 JANUARY 2024 AT 7.00PM

Present:

Cllrs S Buck (Chairman), S Hayes (Vice Chairman), L Anderson, J Bendall, S Dhaliwal, J Hyde, J Headington, D Matthews, B Saunders, J Smith, J Talbot, H Wightwick, N. Venneear.

Also present:

Mrs K Woodfine, Central Beds Council Ward Member

E Payne, Town Clerk

1 Member of the Public (virtual)

211/24 APOLOGIES FOR ABSENCE

Apologies were received from Cllr Cooper. It was **RESOLVED** to:

Accept apologies.

212/24 DISCLOSURE OF MEMBERS INTERESTS AND DISPENSATIONS

There were no declarations of interest on any item on this agenda.

213/24 PUBLIC SECTION

There were no questions from Members of the Public.

214/24 CO-OPTION OF TOWN COUNCILLOR

Ms Bryony Woods introduced herself to the meeting. It was **RESOLVED** to:

Co-opt Bryony Woods onto Stotfold Town Council

215/24 MEMBERS ON OTHER AUTHORITIES

Cllr Woodfine made a presentation on the recent developments from CBC and answered any questions from Members.

216/24 COUNCIL MINUTES

Members received the minutes of the meeting held on Wednesday 6 December 2023. It was **RESOLVED** to:

Adopt the minutes as a true record of the meeting.

217/24 MAYORS ANNOUNCEMENTS AND CIVIC ATTENDANCE

The Chairman's engagements were noted by members.

218/24 CLERKS REPORT, CORRESPONDENCE RECEIVED & MATTERS ARISING FOR INFORMATION

Marston Mortaine Parish Council have asked the Town Council if they would support their campaign regarding ID for tidy tips. Members considered the request but felt that the supported the use of ID to confirm that residents lived in the county where they paid their council tax and would not support the petition. It was **RESOLVED** to:

Note the report.

219/24 COMMITTEE MINUTES

219/24.1 Planning Committee – 29 November 2023

The minutes of this committee meeting were received. There were no recommendations. It was **RESOLVED** to:

Note the minutes.

219/24.2 Recreation Grounds, Public Lands and Lighting Committee – 13 December 2023

The minutes of this committee meeting were received. There were no recommendations. It was **RESOLVED** to:

Note the minutes.

219/24.3 Establishment Committee – 20 December 2024

The minutes of this committee meeting were received. There were the following recommendations:

- a) The Council adopts the Interim Internal Audit for 2023-24
- b) Standing Orders and Financial Regulations are adopted.
- c) The Co-Option Policy is adopted.

There being no other recommendations, it was **RESOLVED** to:

Adopt the recommendations and note the minutes.

219/24.4 Town Strategy Committee – 10 January 2024

The minutes of this committee were received. It was **RESOLVED** to:

Note the minutes.

219/24.5 Cemetery Committee – 17 January 2024

The minutes of this committee were received. It was **RESOLVED** to:

Note the minutes.

219/24.6 Building Management– 17 January 2024

The minutes of this committee were received. There was one recommendation to adopt the CCTV Policy.

Adopt the recommendations and note the minutes.

219/24.7 Establishment Committee – 24 January 2024

The minutes of this committee were received. The following recommendations were received.

- a) Dispensations Policy

- b) Training and Development Policy
- c) Flexible Working Policy
- d) Councillor IT Device Usage Policy
- e) Councillor Mileage Claim Policy

It was **RESOLVED** to:

Adopt the recommendations and note the minutes.

220/24 CONFIDENTIAL ITEMS

It was **RESOLVED** to:

Exclude the press and public from the meeting under the Public Bodies (Admissions to Meetings) Act 1960

220/24.1 Staff Resources

Members received a confidential report on staff resources, and it was **RESOLVED** to:

Adopt the recommendations in the report.

The Meeting was reopened to the public and press.

221/24. FINANCE AND RISK MANGEMENT

212/24.1 Budget 2024-25

Members received a report with a proposed budget for 2024-25. It was **RESOLVED** to:

Approve the budget for 2024-25.

212/24.2 Precept 2024-25

Members receive a report with a recommendation to set the precept. It was **RESOLVED** that:

Stotfold Town Council's precept for 2024-25 is set at £913,482.

212/24.2 Expenditure December 2023

Members received the expenditure report for December 2023, and it was **RESOLVED** to:

Approve the expenditure.

212/24.3 Income Report December 2023

Members received the income report for December 2023, and it was **RESOLVED** to:

Note the report.

212/24.3 Review of Income & Expenditure Report and Earmarked Reserves

Members received the income and expenditure and earmarked reserve reports. It was **RESOLVED** to:

Note the report.

213/24. MEMBER REPORTS

213/24.1 Member and Nominated Representatives on Outside Bodies

- a) Cllr Hyde gave a verbal update on the refurbishment of the Roecroft Centre.
- b) Cllr Wightwick gave a verbal update on the Warm Spaces.
- c) A written report was received from Cllr Talbot on Policy Priority Setting Forum.
- d) Cllr Anderson presented a verbal report from St Mary's School.
- e) Cllr Talbot presented a verbal report from Stotfold Scout Group.

214/24 COMMUNITY ENGAGEMENT COMMITTEE

- 214/24.1 Members were asked to ratify the decision of the Establishment Committee to set up a Community Engagement Committee. It was **RESOLVED** to:

Arrange a Community Engagement Committee

- 214/24.2 The Terms of Reference for this committee were received and it was **RESOLVED** to:

Ratify the Terms of Reference for the Community Engagement Committee

- 214/24.3 The membership of the committee was **RESOLVED** as:

Cllrs Sanders, Venneear, Buck, Wightwick, Smith, Talbot, Bendell and Headington

- 214/24.4 The appointment of the Chair of this committee was deferred to the Committee's first meeting.

215/24. MEMBER'S ITEMS FOR INFORMATION PURPOSES ONLY

There were no items raised.

216/24 WORK PROGRAMME

The work programme was received, and it was **RESOLVED** to:

Note the report.

217/24. DATE OF NEXT MEETING

Wednesday 6 March 2024.

There being no further business, the meeting was closed at 1948.

SIGNED BY CHAIRMAN: _____

MINUTES APPROVED (date): _____

MINUTES OF A MEETING OF THE PLANNING COMMITTEE HELD ON WEDNESDAY 31 JANUARY 2024, AT 7.00PM IN THE COUNCIL CHAMBER, GREENACRE CENTRE, STOTFOLD.

Committee Members present

Cllr B Saunders (Chairman), L Anderson, S Buck, S Dhaliwal, S Hayes, J Headington, J Smith, H Wightwick.

Also present:

Cllr J Bendell

E Payne, Town Clerk

139/24 APOLOGIES FOR ABSENCE

All members were present.

140/24 DISCLOSURE OF MEMBERS INTERESTS ON MATTERS CONTAINED IN THE AGENDA AND REQUESTS FOR DISPENSATIONS

There were none. Members were 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.

141/2 PUBLIC PARTICIPATION – QUESTIONS, COMMENTS & RESPONSE

There was none

142/24 MINUTES OF PREVIOUS MEETING

RESOLVED that the minutes of the Planning Committee meeting held on 29th November 2023 are confirmed as a correct record.

143/24 CLERK'S REPORT, CORRESPONDENCE RECEIVED & MATTERS ARISING FOR INFORMATION

a) Appeal Notification

CBC have written to advise that the appeal for the planning application at Wrayfields has been withdrawn.

https://stotfoldtowncouncil.sharepoint.com/:b:/s/stc2/ERcTfV7B6htMia3_2HvSK9gBtI9Sc6EIUQ51pTAWm9Belg?e=Rr1rvd

b) TPO Order

CBC have advised that a TPO has been confirmed without modification n The Old Vicarage, 49 Rook Tree Lane, Stotfold (2/2023)

144/24 PLANNING APPLICATIONS

RESOLVED that the comments made on the applications as listed and forming part of these minutes be forwarded to the Central Bedfordshire Council Planning department.

145/24 CONSIDERATION OF APPLICATIONS BY CENTRAL BEDS DEVELOPMENT MANAGEMENT COMMITTEE

It is not considered necessary to call in any applications for consideration by the Central Bedfordshire Council Development Management Committee.

146/24 ITEMS FOR INFORMATION PURPOSES, RELEVANT TO THIS COMMITTEE ONLY

There were none.

147/24 DATE OF NEXT MEETING

To be advised

The meeting closed at 1850.

SIGNED BY CHAIRMAN:

MINUTES APPROVED (date):

Planning Applications

Committee Meeting: 31/01/2024
Planning Applications

[CB/23/04101/FULL](#)

comments due: 07/02/24

The Old Blacksmiths, Olivers Lane, Stotfold SG5 4DH

Demolition of all existing structures and construction of one dwelling

Objection: Received from MOP

Town Council Comments: Object on the grounds of overdevelopment

Members raised concerns about the garage access via Olivers Lane, which is a PROW and is a safer route to school. They considered there was a lack of amenity space and the proposed design was overdevelopment, with close proximity to the substation adjacent. They would consider a smaller dwelling, single storey, with vehicle access via Rook Tree Lane.

[CB/23/03111/LB](#)

comments due: 13/02/24

Unit 9, Church Farm, Astwick Road, Astwick, Hitchin, SG5 4BH

Proposal: Listed Building: To change four main truss beams and to re-use the braces where possible. Repair areas to the walls. Replace the roof with new timbers.

Town Council Comments: No objections.

[CB/23/04038/FULL](#)

Comments Due: 06/02/2024

1 Alexander Road, Stotfold, Hitchin, SG5 4NA

First floor and two storey side extension and front canopy

Town Council Comments: No objections.

**MINUTES OF THE MEETING OF THE COMMUNITY ENAGEMENT COMMITTEE HELD ON
WEDNESDAY 7 FEBRUARY 2024 AT IN THE COUNCIL CHAMBER, GREENACRE
CENTRE, VALERIAN WAY, STOTFOLD**

Committee Members present:

Councillors: Headington (Chair), Bendell, Buck, Saunders, Smith (Vice Chair), Talbot, Venneear, Wightwick

Also present:

E. Payne, Town Clerk

Cllr Buck, as Chairman of the Council presided over the first item on the agenda.

01/24 APPOINTMENT OF POSITIONS

- a) Nominations were requested for the position of Chair.

For the position of Chair, nominations were received for Cllr Bendell from herself, seconded by Cllr Wightwick. Cllr Headington was nominated by himself, seconded by Cllr Talbot.

After a show of hands, it was **RESOLVED** that:

Cllr Headington is elected as Chair of the Community Engagement Committee.

- b) Nominations were requested for the position of Vice Chair

For the position of Vice Chair, nominations were received from Cllr Bendell from Cllr Wightwick. There was no seconder. Cllr Smith was nominated by Cllr Talbot, seconded by Cllr Venneear. There being no other nominations, it was **RESOLVED** that:

Cllr Smith is elected Vice Chair of the Community Engagement Committee

02/24 APOLOGIES FOR ABSENCE

All Members were present.

03/23 DISCLOSURE OF MEMBERS INTERESTS AND REQUESTS FOR DISPENSATION

There were no declarations made.

04/23 PUBLIC PARTICIPATION – QUESTIONS, COMMENTS & RESPONSES

No questions raised.

____ Chair

05/24 REPORTS TO COMMITTEE

05/24.1 Christmas Lights Event

Members received the feedback from stakeholders of the event and noted the areas for improvement. Members considered the weather and could there be a Plan B. This was not deemed feasible as other stakeholders may be committed elsewhere and the road closure needs to be applied for to CBC 12 weeks in advance.

Members considered that the date should remain as a Saturday as it gives an added benefit to local retail businesses. The Baldock Round Table sleigh and Father Christmas would not be available. This could be accommodated by hiring in a Christmas Grotto or engaging with a local resident who could undertake the role.

It was **RESOLVED** that:

Christmas Lights Switch On Event will be Saturday 30 November 2024.

06/24.2 Christmas Lights

Members considered the Town Council's Christmas lights provision. A lot of it is old and the solar light Christmas trees received considerable negative feedback due to their limited hours of operation. Proper investment in infrastructure and a phased approach to replacing the Christmas lights stock was considered prudent.

Members were asked to feedback with some thoughts on streets to be included in the scheme. The solar trees could be used in areas where the town council owns the columns and would be reprogrammed from 4-10pm. The scheme would include those static displays located on various buildings. The festoons on shops and in the car park would be maintained.

Other engagement with residents for best decorated house was suggested, which is currently being undertaken by a local Estate Agent. The new Community Engagement Officer could investigate this.

It was **RESOLVED** that:

The Clerk will draw up a specification for a new festive light scheme for rental of a display, to be considered at the next meeting.

07/24.3 Stotfold 50

Members received a report with proposals for the 50th anniversary of the formation of Stotfold as a Town Council. Members felt that it would be good to spread a series of events throughout the year from May 2024 – April 2025 with the relevant branding across all of the activities.

____ Chair

These could include:

- A 'festival' event for the first weekend of July including open-air cinema, funfair, musical entertainment, community organisations, craft fair, food and drink vendors, schools, dance groups, gymnastic demonstrations.
- An anniversary beer and gin, liaising with local brewery and suppliers.
- A historical exhibition
- New entry signs to Stotfold

Members considered the marketing for all the activities and agreed that it would be beneficial to have a uniform approach to a 'brand'. Members received a proposal from a local artist based in Hitchin who based their artwork on local architectural features e.g., mill, church, memorial hall etc, gold post-box (Victoria Pendleton). This artwork could be used for the year including email banner, new signage at entrances to Stotfold, beer/gin labels, tote bags, buttons etc.

Members were encouraged to meet informally as a working group as the schedule of meetings was busy and the Clerk isn't able to accommodate additional meetings.

It was **RESOLVED** that:

- a) ***The Clerk will bring forward proposals based on these discussions for consideration at the next meeting.***
- b) ***Katie Hounscome is engaged as designer for 50th Anniversary branding.***

Post Meeting Note: The proposed date for the event has been amended to weekend of 29/30 June 2024.

08/24.4 Youth Engagement

Members received a report from the contractor who delivers youth engagement on behalf of the Town Council. Members received the report and noted its contents. There are other things that this organisation could offer, and a proposal will be drafted to include items such as walking football for older residents. There are other areas to be investigated including health matters (vaping). It was **RESOLVED** to:

- a) ***Note the report***
- b) ***Consider future activities at another meeting of this committee.***

09/24.5 Community Litter Pick

Members received a report setting up a community litter pick. Members considered that this is something that would be organised and could be offered to schools for DofE activities. Members considered that this could be offered two or three times a year and not just once a year. Members also felt

____ Chair

that it should be open during the week and not just on a Saturday for residents who are free during the week. The logistics of collecting rubbish including the colour of the bags and how the Town Rangers could collect the bags was then agreed.

It was **RESOLVED** to:

Organise a community litter pick is organised for w/c 1 April 2024.

10/24.7 Steam Fair

Members were asked to consider their involvement in the May steam fair. They considered more ways to engage with the Town Council. Members considered that they might get better engagement with residents if they had a joint activity and possibly host a history exhibition.

It was **RESOLVED** to:

- a) Investigate hiring an exhibition trailer.***
- b) Consider further engagement activities at the next meeting and promotional materials to hand out.***

11/24.8 Civic Service

Members received a verbal report on the work undertaken to date which was noted.

12/24 DATE OF NEXT MEETING

Wednesday 13 March 2024

The meeting closed at 2034.

SIGNED BY CHAIRMAN: _____

MINUTES APPROVED (date): _____

____ Chair

**MINUTES OF A MEETING OF THE RECREATION GROUNDS, PUBLIC LANDS & LIGHTING COMMITTEE
HELD ON WEDNESDAY 14 FEBRUARY 2024, AT 7.00 PM IN THE COUNCIL CHAMBER, GREENACRE
CENTRE, STOTFOLD**

Committee Members present:

L Anderson (Vice Chair), S Buck, J Hyde, S Hayes, B Saunders, J Smith, J Talbot, J Bendall, N Venneear

Also present:

Cllr S Dhaliwal (virtually)

1 guest (virtually)

E Payne, Town Clerk

179/24 APOLOGIES FOR ABSENCE

Apologies were received from Cllr Cooper, and it was **RESOLVED** to:

Accept the apologies.

180/24 DISCLOSURE OF MEMBERS INTERESTS AND DISPENSATIONS

Nothing to declare.

181/24 PUBLIC PARTICIPATION – QUESTIONS, COMMENTS & RESPONSES

There were no members of the public present who wished to make a representation.

182/24 MINUTES OF PREVIOUS MEETING

The minutes of the meeting held on 13 December 2023 were received. It was **RESOLVED** to:

Adopt the minutes as a true record of the meeting.

183/24 CLERK'S REPORT, CORRESPONDENCE RECEIVED & MATTERS ARISING FOR INFORMATION

a) **Grass Improvements at Greenacre Open Space**

This is scheduled for March 2024.

b) **Happy to Chat Benches**

Designs have been finalised and will be installed next week.

c) **Norton Road Allotment Signs**

These have been installed, pictures were included in the bulletin.

d) **Table Tennis Tables**

The base for the table at Arlesey Road has been installed at the same time as the resurfacing of the car park. The order has now gone in for 2 tables – 1 at Arlesey Road and 1 at Greenacre. The other two tables, to be installed at Riverside will have to wait until the weather and ground conditions improve to allow access to the site by a vehicle.

e) **Arlesey Road Car Park**

Repairs to this have been completed, however, following comments, the Town Clerk is taking up with the contractor about the quality of the work.

f) **Water Safety Risk Assessment**

Enquiries ongoing with RLSS regarding this water risk assessment

g) **Play Area Signage**

The Clerk liaised with the Play Inspection Company to confirm what details would be required in signage and will now seek designs to be agreed by this committee at their next meeting.

h) **Flood Wardens**

Cllr Talbot has asked the Clerk to report on an email from CBC regarding a call for action on flooding in Central Bedfordshire. The email contained a call for each and town and parish to set up a Community Emergency Response Team (CERTs). There is already one in Stotfold. This was forwarded in the bulletin last week.

g) **Allotment Deposits**

Cllr Hyde queried how the money for the allotment deposits would be held. The Clerk responded that it would be banked and held in a suspense account like hall hire deposits. The Admin Officer has written to the Clerk of the Trustees regarding the scheme.

It was **RESOLVED** to:

Note the Clerk's Report

184/24 REPORTS TO COMMITTEE

184/24.1 Car Show

Members received a request to hold a car show on the Green on 10 August 2024. Members noted that this was a repeat request however, the organisers had requested the use of additional land for car parking. The land in question is not within the control of the town council. The Clerk has raised this with the landowner, however, there are restrictions on the use of this land which only allows it to be used for parking for the Mill events.

It was **RESOLVED** to:

- a) ***Approve the use of the Green for a car show on 10 August 2024.***
- b) ***Advise the organisers that they are unable to use the additional land for parking.***

184/24.2 Kidzone

Members received a request to hire The Green for children's activities. Members had a brief discussion about the ramifications of Martyn's Law in relation to security arrangements which would affect the town council. However, as it is only at the consultation stage, further information will be available and considered by the Buildings Committee at a later stage. It was **RESOLVED** to:

Approve the request.

1912 – Cllr Venneear arrived.

184/24.3 Banner Policy

Members received the banner policy for review, and it was **RESOLVED** to recommend to Council that:

The Banner Policy is adopted.

184/24.4 Toilet Provision at Allotments

Members received a report with a proposal for the provision of toilets at Norton Road allotments. Cllr Buck had been approached by a number of tenants at the site regarding the lack of toilet facilities. The tenants had suggested that they could build a chemical toilet, however, there are still ramifications from the emptying of this type of toilet.

There are compostable toilets which are commercially available which have much less intervention. The byproduct is then able to be used in compost. However, these do come at a cost. Members discussed the different models and how best to fund it. There is some negotiation on price and funding could be applied for.

The other part of the report was regarding a competition for allotment of the year. Members might like to consider this as part of its community engagement with different judging criteria including biodiversity or use of recycled materials. This would be applied to both sites. Members discussed how best to recognise this achievement via a trophy or certificate.

It was **RESOLVED** to:

- a) ***Investigate if discounts are available for compostable toilets.***
- b) ***Identify a location for the toilet.***
- c) ***Apply for funding from Awards for All.***
- d) ***Receive a report at the next meeting on allotment awards.***

184/24.5 Pedestrian Access to Arlesey Road

Members sought clarification about pedestrian access from Pixbrook Road onto the Arlesey Road site after the previous decision of this committee not to install gates. The Clerk has raised this with CBC to see if they will install a dropped kerb and pedestrian access when they are installing the EV points. The entrance should be near the building with some demarcation in paint on the tarmac to show pedestrian access and signage.

It was **RESOLVED** to:

Install a pedestrian access via Pixbrook Road into Arlesey Road without a gate.

184/24.6 Community Garden at The Haven

Members received a report regarding a proposal to install a community garden at The Haven. The proposal was for vegetable garden with some espalier fruit trees. Surplus produce would be sought from the allotment holders. There is good support from the neighbours adjacent to the site.

It was **RESOLVED** to:

Release £1,000 from EMR Rec Rolling Improvements for the purchase of fruit trees.

184/24.7 Land Opposite the Greenacre Centre

Members received a report with a proposal to seek the transfer of this plot to the Town Council. The Clerk advised the meeting that they had emailed the developer with the request and the email has been forwarded to the officer responsible for the estate, no response has yet been received. Members agreed that this is a good proposal, as the land will become overgrown, and the fence will fall down and not be repaired. The car park spaces that are allocated to the plot would then come within the control of the town council.

The site could then be developed as an open space, possibly with car parking and could be used by the residents in the adjacent flats. It was **RESOLVED** to:

Approve the proposal and await further information.

184/24.8 Erosion of Riverbank at Riverside

Members received a verbal report regarding erosion of the riverbank at the lvel at Riverside. Members were concerned that there is an area near the pond where it is possible that pedestrians could fall into the river. It was **RESOLVED** to:

Investigate safety works at this area and bring back a proposal to a future meeting.

184/24.9 Works to Culvert at Riverside

Members received a report with quotations for the installation of a vehicle access between Riverside the Jubilee Meadow for maintenance.

It was **RESOLVED** to:

Award the works to Maydencroft Rural for the culvert project at a cost of £2,987.

185/24 HIGHWAYS REPORT

Cllr Saunders reported on flooding of the Pendleton Way cycle path. There's a low ditch at the side which is supposed to disperse the water. This should be reported via Fixmystreet. There may be some works that the Town Council could undertake on the Arlesey Road site which could help, and this will be investigated with the ground's maintenance contractor. This could be part of a bigger project to reduce the hedge height which the football club would welcome, and it would make the MUGA more visible, reducing ASB.

Cllr Smith reported that resident's groups are starting to get together permissions for road markings and parking restrictions for problem areas including Rook Street Lane, the top of Regent Street and Mowbray Crescent. There will also be one starting in North Road cul-de-sac. Cllr Woodfine is working to push these petitions forward at CBC.

186/24 WORK PROGRAMME

Members noted the work programme for this committee.

187/24 PUBLIC REALM WORKS

The drains at Riverside car park would appear to be blocked and there is flooding in the car park. The silt trap at this location needs emptying and the services of a drain company may be required to visit.

188/24 ITEMS FOR INFORMATION PURPOSES, RELEVANT TO THIS COMMITTEE ONLY

There were no other items for consideration.

189/24 DATE OF NEXT MEETING

Wednesday 13 March 2024

The meeting closed at 2012.

SIGNED BY CHAIRMAN: _____

MINUTES APPROVED (date): _____

DRAFT

**MINUTES OF A MEETING OF THE PLANNING COMMITTEE HELD ON WEDNESDAY 21
FEBRUARY 2024, AT 7.00PM IN THE COUNCIL CHAMBER, GREENACRE CENTRE,
STOTFOLD**

Present:

B Saunders (Chair), L Anderson, S Buck, S Dhaliwal, S Hayes, J Headington, J Smith

Also Present: Cllrs Bendell, Cooper, Headington and Hyde

In attendance:

E Payne Town Clerk

139/23 APOLOGIES FOR ABSENCE

Apologies were received from Cllr Wightwick (CBC meeting).

**140/23 DISCLOSURE OF MEMBERS INTERESTS ON MATTERS CONTAINED IN THE
AGENDA AND REQUESTS FOR DISPENSATIONS**

There were none. Members were 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.

141/23 PUBLIC PARTICIPATION – QUESTIONS, COMMENTS & RESPONSE

Cllrs Hyde and Cooper attended the meeting to raise their concerns about the protection of trees with or without Tree Protection Orders (TPOs).

They believe that the list which is publicly accessible on CBC's website is not accurate and doesn't reflect their records of trees in the town which they are aware of having TPOs.

It was **RESOLVED** that:

The Clerk will formulate a list comprising of the information on CBCs website and the information held by Cllrs Hyde and Cooper and then liaise with CBC on the matter, reporting to a future meeting.

142/23 MINUTES OF PREVIOUS MEETING

Members received the minutes of the Planning Committee meeting held on 31 January 2024 and it was **RESOLVED** that:

They are a true record of the meeting.

**143/23 CLERK'S REPORT, CORRESPONDENCE RECEIVED & MATTERS ARISING FOR
INFORMATION**

There was nothing to report

144/23 PLANNING APPLICATIONS

144/23.1 [CB/24/00217/FULL](#)

19 Astwick Road, Stotfold, Hitchin, SG5 4AT

Erection of a part single part two storey rear extension, external alterations and detached triple garage. Demolition of existing garage.

Town Council Comments: No objections

_____ (Chairman)

- 144/23.2 [CB/TRE/24/00043](#)
42 The Mixies, Stotfold, Hitchin, SG5 4LF
Works to a tree protected by Tree Preservation Order MB/89/00005 (T1): Cut back to last pruning points to Large Sycamore (T1 on TPO) to maintain its shape and health and to let more light into neighbours' properties.
Town Council Comments: No objections.
- 144/23.3 [CB/TCA/24/00050](#)
Ivel Mill, Taylors Road, Stotfold, Hitchin, SG5 4AZ
Works to trees within a Conservation Area: remove dead Eucalyptus Tree and 2 Silver Birch trees. Trim and reshape Walnut Tree
Town Council Comments: No objections.
- 144/23.4 [CB/24/00311/FULL](#)
116 Norton Road, Stotfold, Hitchin, SG5 4PG
Part two and single storey rear extension with two storey side extension & front porch
Town Council Comments: No objections.

It was **RESOLVED** that:

The Comments of Stotfold Town Council are forwarded to Central Bedfordshire Council Planning department.

- 145/23 CONSIDERATION OF APPLICATIONS BY CENTRAL BEDS DEVELOPMENT MANAGEMENT COMMITTEE**
It is not considered necessary to call in any applications for consideration by the Central Bedfordshire Council Development Management Committee.
- 146/23 ITEMS FOR INFORMATION PURPOSES, RELEVANT TO THIS COMMITTEE ONLY**
There were none.
- 147/23 DATE OF NEXT MEETING**
To be confirmed.

With no further business, the meeting closed at 7.13pm.

SIGNED BY CHAIRMAN: _____

MINUTES APPROVED: _____ (date)

_____ (Chairman)

**MINUTES OF A MEETING OF THE CEMETERY MANAGEMENT COMMITTEE HELD ON WEDNESDAY
21 FEBUARY 2024 AT 7.30PM, IN THE COUNCIL CHAMBER, GREENACRE CENTRE, STOTFOLD**

Committee Members present:

Councillors J Hyde (Chairman), S Buck, S Dhaliwal, S Hayes, J Headington

Also present:

Cllr J Bendell

E Payne, Town Clerk

C Rogers, Admin Support Officer

64/24 APOLOGIES FOR ABSENCE

All members were present.

65/24 DISCLOSURE OF MEMBERS INTERESTS & REQUESTS FOR DISPENSATION

There were no disclosures of interest or requests for dispensation. Members were 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.

66/24 PUBLIC PARTICIPATION – QUESTIONS, COMMENTS & RESPONSES

There were no members of the public present.

67/24 REPORTS TO COMMITTEE

67/24.1 Architect's Fees for Cemetery Toilet Rebuild

Members received a report with quotations to engage the services of an architect to draw up plans for the cemetery toilet rebuild. Members considered that this would be an opportune moment to reconfigure the toilet block to allow a more efficient use of space.

Items to be considered in the specification for the architect includes:

- Accessible unisex toilet with windows
- Accessible path to toilet block
- Remove fence, wall and adjacent shrubbery between existing ladies and gents toilets
- Additional storage for Town Rangers and/or friends of cemetery group
- Additional stop cock to allow the toilets to be open all year with a trace heater to prevent freezing
- Consider the drainage of rainwater from both buildings

Members considered the quotations, and it was **RESOLVED** to:

- a) ***Appoint Andrew Allen as the architect.***
- b) ***Accept quotation 0025 at a cost of £1,475 to be met from EMR Cemetery***
- c) ***Delegate the appointment of a Principal Designer to the Clerk in consultation with the Chair at a cost not exceeding £3,000.***

67/24.2 Bat Survey Quotations

Members received quotations for bat surveys to be undertaken prior to the rebuilding of the toilet block. It was **RESOLVED** to:

Accept the quotation from Morgan and Stuckey at a cost of £772.50 from EMR Cemetery

63/23 DATE OF NEXT MEETING

Wednesday 20 March 2024

The meeting was closed at 1954.

SIGNED BY CHAIRMAN: _____

MINUTES APPROVED (date): _____

DRAFT

MINUTES OF THE MEETING OF THE TOWN STRATEGY COMMITTEE HELD ON WEDNESDAY 21 FEBRUARY 2024 AT 7.00PM IN THE COUNCIL CHAMBER, GREENACRE CENTRE, VALERIAN WAY, STOTFOLD

Committee Members present:

Cllrs D Matthews (Chairman), S Buck, S Hayes, J Headington, J Smith (Vice Chair), J Talbot

Also present:

Cllr J Bendell

E Payne, Town Clerk

C Rogers, Admin Support Officer

17/23 APOLOGIES FOR ABSENCE

Cllr Wightwick offered her apologies. It was **RESOLVED** to:

Accept this apology.

18/23 DISCLOSURES OF MEMBERS' INTERESTS AND REQUESTS FOR DISPENSATIONS

No disclosures were made and there were no requests for dispensations.

19/23 PUBLIC PARTICIPATION

None present.

20/23 MINUTES OF PREVIOUS MEETING

The minutes of the previous meeting held on 10 January 2024 were received. Cllr Talbot reported that he was missing as being in attendance. The minutes were duly amended, and it was **RESOLVED** to:

Adopt the amended minutes as a true record of the meeting.

21/23 CLERK'S REPORT, CORRESPONDENCE RECEIVED & MATTERS ARISING FOR INFORMATION

Nothing to report.

22/23 REPORTS TO COMMITTEE

22/23.1 Strategic Planning Session – 13 January 2024

Members received the feedback from this strategic planning sessions. Members considered how they wanted the plan to be formulated and reviewed whether a mission statement and vision was appropriate.

Members felt that the values of the organisation were more important than a mission statement, and the Clerk was asked to review the values outlined in the report and include these in the plan.

Our Vision

As we chart our strategic course and define the aims we strive to achieve, we have established a set of core values that underpin our work and shape our organisational culture. These values reflect our ambition to be a leading town council at the forefront of local government. They are not presented in any particular order of priority, but rather serve as the foundation for all our endeavours.

Enhancing Stotfold for Everyone

We are dedicated to making Stotfold a better place to live, work, visit, and conduct business. We recognize that our community is comprised of diverse stakeholders, including residents, businesses, visitors, and those who contribute to the town's economic vitality and local employment opportunities, as well as support community and charitable events. Our efforts are focused on improving Stotfold for all these groups, fostering an environment that benefits residents, attracts visitors, supports businesses, and promotes a thriving local economy.

Openness, Transparency, and Democratic Engagement

We are committed to operating with openness, transparency, and strong democratic engagement. We strive to make our decision-making processes open to public scrutiny, welcoming challenges and actively engaging with the community to explain our actions. The opportunity to elect Town Councillors every four years provides us with our democratic mandate, and we recognize the importance of continually strengthening this mandate by involving the wider community in our work and shaping our decisions.

Community Leadership and Representation

As the first tier of local government, we aspire to be leaders within our community and serve as the voice of Stotfold. We are dedicated to staying attuned to the pulse of the town and understanding the issues that affect our community. Through our democratically elected councillors, we are well-positioned to represent resident's interests with regional and national bodies as needed. We acknowledge that many matters of importance to Stotfold are beyond our direct control, and we will use our voice to advocate and lobby on behalf of the community's interests. We actively support the emergence of other community leaders and use our position to empower and support them whenever appropriate.

High-Quality Services and Value for Money

We are committed to delivering high-quality services that represent value for money and efficient use of our share of council tax funds. We continually strive to maximize the impact of every pound we spend and aim to ensure that everything we do is of the highest possible standard.

Collaborative Partnerships

We recognize the value of working collaboratively to strengthen the entire Stotfold community. By partnering with others, we can deliver more for Knutsford and tap into the incredible skills and passion within our community. These collaborative efforts also provide opportunities for mutual learning, helping to develop the next generation of community leaders and fostering a more empowered and engaged community.

Valuing and Empowering Our Staff

Our staff are our greatest asset and fundamental to our ability to deliver on our plan and serve the community effectively. We are committed to ensuring that our staff feel valued and empowered, fostering an environment where they can confidently take initiative, demonstrate leadership, and embody the values and principles that guide our organization.

These can then be consulted with residents and the other outcomes from the planning session. They will be presented at the Annual Town Meeting and then an engagement programme with residents will be organised.

23/23 ITEMS FOR INFORMATION PURPOSES, RELEVANT TO THIS COMMITTEE ONLY

Nothing to report.

24/23 DATE OF THE NEXT MEETING

Wednesday 27 March 2024.

The meeting closed at 2010

SIGNED BY CHAIRMAN: _____

MINUTES APPROVED (date): _____

DRAFT

Expenditure To be Approved At February 2024 Council Meeting

	Supplier	Bldgs	Rec	Cem	Estab	Other		Net	Vat	Total
Tracker	Mossman Reserve -					4457.00		4457.00	0.00	4457.00
BACS	Badgemaster - staff & councillors Badges				82.00			82.00	16.40	98.40
BACS	T.J. Fire & Security - GAC Extinguishers Inspected	95.95						95.95	19.19	115.14
BACS	Broxap - run of the GAC bike shelters	700.00						700.00	140.00	840.00
BACS	M J Ryall Building Supplies - repair material for cemetery & A Rd		41.08	2.38				43.46	8.69	52.15
BACS	BATPC - online Cllrs finance training course				81.00			81.00	0.00	81.00
BACS	Glasdon Ltd - Cemetery Memorial bench			799.16				799.16	159.83	958.99
BACS	Glasdon Ltd - Cemetery Memorial bench			799.16				799.16	159.84	959.00
BACS	SparkX - repair street light @ s14 , s1		511.00					511.00	102.20	613.20
BACS	SparkX - repair street light @S6, S5 , S3		1454.20					1454.20	290.84	1745.04
BACS	The Shutter Repair & Main - Annual Shutter Service	220.00						220.00	44.00	264.00
BACS	Stevenage Signs - Norton Rd Allot plot number sign		675.45					675.45	135.09	810.54
BACS	Griggs Electrical Ltd - Electric work at GAC	235.00						235.00	47.00	282.00
BACS	T&J Seymour Elec (Xmas Light around the Town)					2650.00		2650.00	530.00	3180.00
BACS	T&J Seymour Elec. (Install tree light at Haven for the xmas event)					585.00		585.00	117.00	702.00
BACS	T&J Seymour Elec. (electrical inspection at Haven)		1385.00					1385.00	277.00	1662.00
BACS	T&J Seymour Elec. (Replace burnt out Xmas Light)					75.00		75.00	15.00	90.00
BACS	Copycare - office printer main charge				148.80			148.80	29.76	178.56
BACS	C Plumb - Memo Hall Gas Safety Inspection	215.00						215.00	43.00	258.00
BACS	SLCC - Cemetery & churchyard safety event fee			30.00				30.00	6.00	36.00
BACS	SLCC - Town clerk Quotes , Tenders & contract mag training				90.00			90.00	18.00	108.00
BACS	SLCC - vat training				35.00			35.00	7.00	42.00
BACS	HCC - SERCO Cleaning and stationery	324.04			42.75			366.79	73.36	440.15
BACS	Stephen Riley - Window Cleaner	155.00						155.00	0.00	155.00
BACS	Rik Golder Service - Jan 24 Consultancy		800.00					800.00	0.00	800.00
BACS	Dan Gaze Youth Work -Jan 24					360.00		360.00	72.00	432.00
BACS	Mid Beds Locksmith Ltd - keys for Memo Hall	25.90						25.90	5.18	31.08
BACS	Memo Hall booking (27/01/24) refund -	17.00						17.00	0.00	17.00
BACS	Countrywide - Grass main contract		4320.41	1562.50				5882.91	1176.58	7059.49
BACS	SMG Business Ltd - Monthly IT support				724.50			724.50	144.90	869.40
BACS	Minster Cleaning - daily GAC & Memo hall clean	2169.34						2169.34	433.86	2603.20

BACS	Town Ranger (C.Y) mileage Claim				51.30			51.30	0.00	51.30
BACS	CLLR Mileage Claim					14.40		14.40	0.00	14.40
BACS	Steve Buck- Reimbursement town strategy day refreshment				164.21			164.21	0.00	164.21
BACS	UGP - football goal electricity @ A Rd		156.88					156.88	7.84	164.72
BACS	CPM - GAC Play Area equipment repair		1435.00					1435.00	287.00	1722.00
BACS	Cloud IT -Cloud Agenda Software				3193.75			3193.75	638.75	3832.50
BACS	4 Seasons Specialist Tree Surgeons Ltd - remove damaged Willow Trees		540.00					540.00	108.00	648.00
BACS	Grand Union - Contribution Work @ the Haven					16293.57		16293.57	3258.71	19552.28
BACS	Metson & Metson Ltd - Hedge Laying with Stakes & Binders		3687.50					3687.50	737.50	4425.00
BACS	Teasel - 50% contribution of Teasel annual insurance		280.90					280.90	0.00	280.90
DD	Allstar Fuel Card - Diesel for the council Vehicle		75.41					75.41	15.08	90.49
DD	Allstar Fuel Card - Diesel for the council Vehicle		14.68					14.68	2.94	17.62
DD	Allstar Fuel Card - fee		2.00					2.00	0.40	2.40
DD	Allstar Fuel Card - Diesel for the Vehicles		147.71					147.71	29.54	177.25
DD	TradeUK -hivis waistcoat & repair material		571.33					571.33	87.65	658.98
DD	Central Bed Council (NDR Simpson Centre p/t)	314.00						314.00	0.00	314.00
DD	Central Bed Council (NDR Simpson Centre)	576.00						576.00	0.00	576.00
DD	Central Bed Council (NDR Brook Street car park)		106.00					106.00	0.00	106.00
DD	Central Bed Council (NDR Memorial Hall)	449.00						449.00	0.00	449.00
DD	Central Bed Council (NDR Cemetery)			314.00				314.00	0.00	314.00
DD	Central Bed Council (GAC)	1267.00						1267.00	0.00	1267.00
DD	Crown Gas & Power - Memo Hall Gas Nov 23	498.99						498.99	99.80	598.79
DD	Crown Gas & Power - GAC Gas Nov 23	915.44						915.44	183.09	1098.53
DD	Crown Gas & Power - Memo Hall Gas Dec 23	622.10						622.10	124.42	746.52
DD	Crown Gas & Power - GAC Gas Dec 23	1049.89						1049.89	209.98	1259.87
DD	SSE- GAC Electricity Nov 23	1389.88						1389.88	277.98	1667.86
DD	SSE- GAC Electricity Dec 23	1525.79						1525.79	305.16	1830.95
DD	Pitney Bowes Ltd - Postage Franking Machine Quarterly Rental				72.16			72.16	14.43	86.59
DD	BT - Microsoft office charge				19.00			19.00	3.80	22.80
DD	EE Mobile				198.02			198.02	39.60	237.62
DD	IBT Ltd (phone, internet & calls)				182.15			182.15	36.43	218.58
DD	Sage (Payroll System) monthly fee				27.00			27.00	5.40	32.40
DD	Cawleys Skip Hire (Memo Hall)	57.96						57.96	11.59	69.55

DD	Cawleys Skip Hire (GAC)	144.68						144.68	28.94	173.62
DD	Cawleys Skip Hire (Cemetery)			27.60				27.60	5.52	33.12
DD	PWLB - Loan repayment				8365.63			8365.63	0.00	8365.63
DD	Worldpay - Card payment transaction charge Jan 24				18.73			18.73	2.14	20.87
DD	Mutual - Council vehicle insurance monthly payment		417.53					417.53	0.00	417.53
PAYFLOW	Salaries	1088.60	3802.75		10675.32			15566.67	0.00	15566.67
	Total	14056.56	20424.83	3534.80	24171.32	24434.97		86622.48	10593.41	97215.89

* Please note that, in accordance with the council's financial regulation and to prevent the possibility of errors, omissions and even fraudulent activity, these purchase invoices are only paid and entered into the accounting system after being authorised by this monthly full council meeting. This means that the figures in the monthly committee report do not include the aforementioned invoices.

Income received in January 24 - report for Feb 24 council meeting

Date	Receipt No	Amount	Details		Simpson Centre	Memorial Hall	Greenacre Centre	Cemetery	Open space/ Allotments	Xmas Lights/ Other
02/01/2024	15914	6.00	Calendar sale							6.00
03/01/2024	15915	799.16	E H Crouch - Memo bench					799.16		
03/01/2024	15916	6.00	Calendar sale							6.00
04/01/2024	15917	91.80	Short Mat Bowls Inv a6483			91.80				
08/01/2024	15918	44.62	Memo Hall 20/01/ booking			44.62				
08/01/2024	15919	85.00	Memo Hall 20/01/ evening booking			85.00				
09/01/2024	15920	6.00	Calendar sale							6.00
10/01/2024	15921	315.24	SGNG Inv a6480			315.24				
11/01/2024	15922	6.00	Calendar sale							6.00
12/01/2023	15923	17.00	Memo Hall 20/01/ Booking			17.00				
12/01/2024	15924	6.00	Calendar sale							6.00
17/01/2024	#REF!	51.00	Memo Hall 31/01/ 2024			51.00				
17/01/2024	#REF!	29.94	Mulled Wine Sale							29.94
19/01/2024	#REF!	900.00	E H Crouch - interment fee E. S					900.00		
19/01/2024	#REF!	225.00	E H Crouch - interment fee E. S					225.00		
25/01/2024	#REF!	130.00	E H Crouch - Burial Permit B S					130.00		
25/01/2024	#REF!	38.25	Memo Hall 10/02/ booking			38.25				
02/01/2024	BACS	29.94	Stotfold Mill - Mulled Wines							29.94
02/01/2024	BACS	149.16	Little Ruggers Inv			149.16				
03/01/2024	BACS	27.00	H C inv a6475				27.00			
03/01/2024	BACS	229.52	Slimming World - Inv			229.52				
03/01/2024	BACS	198.75	T Vardy class - Inv			198.75				
04/01/2024	BACS	74.69	Stotfold Football Club - inv a6393						74.69	
04/01/2024	BACS	229.50	RPATT - Inv a6477			229.50				
08/01/2024	BACS	159.11	Z Newton Class - inv 6460			159.11				
08/01/2024	BACS	59.82	Z Newton Class - inv 6479			59.82				
08/01/2024	BACS	166.66	Austin & Son - Chapel Lease Inv					166.66		
08/01/2024	BACS	99.29	Z Newton Class - Inv a6442			99.29				
10/01/2024	BACS	12.75	Memo Hall Hire 24/03			12.75				

10/01/2024	BACS	70.00	Transfer of Burial Right					70.00		
16/01/2024	BACS	12.75	Memo Hall Hire 18/02			12.75				
17/01/2024	BACS	29.75	Memo Hall Hire 30/03/			29.75				
22/01/2024	BACS	21.25	Memo Hall 17/02/			21.25				
22/01/2024	BACS	345.00	Box of Cake Inv		345.00					
22/01/2024	BACS	119.00	Hire Memo Hall 27/01			119.00				
25/01/2024	BACS	212.00	Hire Memo Hall in March - Craft Event deposit - H F			212.00				
26/01/2024	BACS	1217.78	Anglian Water - The Green water refund						1217.78	
26/01/2024	BACS	13.00	Memo Hall booking 2/3			13.00				
Total		6233.73			345.00	2188.56	27.00	2290.82	1292.47	89.88

Detailed Income & Expenditure by Budget Heading 15/02/2024

Month No: 10

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>Rec Grounds/ Lands & Lighting</u>								
21 <u>MUGA</u>								
203 Electricity	157	317	1,500	1,183		1,183	21.1%	
206 Maintenance and Repairs	87	1,425	1,200	(225)		(225)	118.8%	
215 Staff Wages	5,397	0	0	0		0	0.0%	
MUGA :- Indirect Expenditure	5,641	1,742	2,700	958	0	958	64.5%	0
Net Expenditure	(5,641)	(1,742)	(2,700)	(958)				
22 <u>Lighting</u>								
203 Electricity	18,809	4,289	22,000	17,711		17,711	19.5%	
206 Maintenance and Repairs	11,185	8,139	20,000	11,861		11,861	40.7%	
Lighting :- Indirect Expenditure	29,994	12,428	42,000	29,572	0	29,572	29.6%	0
Net Expenditure	(29,994)	(12,428)	(42,000)	(29,572)				
23 <u>Allotments</u>								
2003 Income - Allotments Norton Rd	2,417	2,467	2,300	(167)			107.3%	
2009 Income- Allotments Common Rd	0	3,767	0	(3,767)			0.0%	
Allotments :- Income	2,417	6,234	2,300	(3,934)			271.0%	0
202 Water Rates	812	625	1,000	375		375	62.5%	
206 Maintenance and Repairs	745	771	700	(71)		(71)	110.2%	
226 Pest Control - Allotments	555	617	650	33		33	94.9%	
236 RBS Support Allotment	233	318	600	282		282	52.9%	
Allotments :- Indirect Expenditure	2,346	2,331	2,950	619	0	619	79.0%	0
Net Income over Expenditure	71	3,903	(650)	(4,553)				
25 <u>Hitchin Road Rec</u>								
202 Water Rates	143	319	500	181		181	63.7%	
203 Electricity	538	406	1,000	594		594	40.6%	
231 Bowls Club Grant	266	583	3,650	3,067		3,067	16.0%	
Hitchin Road Rec :- Indirect Expenditure	948	1,308	5,150	3,842	0	3,842	25.4%	0
Net Expenditure	(948)	(1,308)	(5,150)	(3,842)				
26 <u>Brook Street Car Park/Toilets</u>								
201 Rates	1,060	1,060	1,500	440		440	70.7%	
202 Water Rates	376	177	500	323		323	35.5%	

Detailed Income & Expenditure by Budget Heading 15/02/2024

Month No: 10

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
203 Electricity	300	110	0	(110)		(110)	0.0%	
206 Maintenance and Repairs	2,916	2,512	2,000	(512)		(512)	125.6%	
Brook Street Car Park/Toilets :- Indirect Expenditure	4,653	3,860	4,000	140	0	140	96.5%	0
Net Expenditure	(4,653)	(3,860)	(4,000)	(140)				
27 Open Spaces								
2005 Income - Open Space Other	7,288	6,850	6,000	(850)			114.2%	
Open Spaces :- Income	7,288	6,850	6,000	(850)			114.2%	0
205 Legal Fees / ROSPA	440	440	3,500	3,060		3,060	12.6%	
206 Maintenance and Repairs	37,714	29,229	15,000	(14,229)		(14,229)	194.9%	
207 Grass Cutting Contract	40,195	27,659	110,000	82,341		82,341	25.1%	
209 Lease Costs	0	0	300	300		300	0.0%	
210 Handyman Contract	20,221	0	0	0		0	0.0%	
211 River Ivel Drainage	19	0	10	10		10	0.0%	
212 Skip Hire	6,260	5,140	5,000	(140)		(140)	102.8%	
213 Subscriptions/Licences	126	0	250	250		250	0.0%	
223 Teasel /Centenery Wood	252	1,508	1,500	(8)		(8)	100.5%	
225 Water Meter - The Green	61	66	60	(6)		(6)	109.9%	
237 Floral Planting	0	0	1,500	1,500		1,500	0.0%	
Open Spaces :- Indirect Expenditure	105,287	64,042	137,120	73,078	0	73,078	46.7%	0
Net Income over Expenditure	(97,999)	(57,192)	(131,120)	(73,928)				
28 Agency								
2006 Income - Agency Grants	4,371	0	4,015	4,015			0.0%	
Agency :- Income	4,371	0	4,015	4,015			0.0%	0
Net Income	4,371	0	4,015	4,015				
32 Verges								
207 Grass Cutting Contract	23,661	10,105	110,000	99,895		99,895	9.2%	
Verges :- Indirect Expenditure	23,661	10,105	110,000	99,895	0	99,895	9.2%	0
Net Expenditure	(23,661)	(10,105)	(110,000)	(99,895)				
33 Arlesey Rd Playing Field								
201 Rates	0	0	1,000	1,000		1,000	0.0%	
232 Utilities	1,643	1,662	3,500	1,838		1,838	47.5%	
235 Pitch Maintenance	6,500	0	0	0		0	0.0%	
Arlesey Rd Playing Field :- Indirect Expenditure	8,143	1,662	4,500	2,838	0	2,838	36.9%	0
Net Expenditure	(8,143)	(1,662)	(4,500)	(2,838)				

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Detailed Income & Expenditure by Budget Heading 15/02/2024

Month No: 10

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>34 Green Wheel</u>								
233 Green Wheel Expenditure	1,500	1,500	1,500	0		0	100.0%	
Green Wheel :- Indirect Expenditure	<u>1,500</u>	<u>1,500</u>	<u>1,500</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>100.0%</u>	<u>0</u>
Net Expenditure	<u>(1,500)</u>	<u>(1,500)</u>	<u>(1,500)</u>	<u>0</u>				
Rec Grounds/ Lands & Lighting :- Income	14,076	13,084	12,315	(769)			106.2%	
Expenditure	182,173	98,977	309,920	210,943	0	210,943	31.9%	
Movement to/(from) Gen Reserve	<u>(168,097)</u>	<u>(85,894)</u>						
<u>Cemetery</u>								
<u>41 Cemetery</u>								
4001 Income - Burials	19,000	14,790	9,000	(5,790)			164.3%	
4002 Income - Memorials & Plaques	6,031	6,033	4,000	(2,033)			150.8%	
4003 Income - Chapel lease	2,000	1,667	2,000	333			83.3%	
4004 Income -Keys	1,955	100	0	(100)			0.0%	
4005 Income - Plot Purchase	16,260	4,575	8,000	3,425			57.2%	
Cemetery :- Income	<u>45,246</u>	<u>27,165</u>	<u>23,000</u>	<u>(4,165)</u>			<u>118.1%</u>	<u>0</u>
401 Rates	5,240	3,144	5,800	2,656		2,656	54.2%	
402 Water Rates	106	96	300	204		204	31.9%	
404 Maintenance/Repairs & Ex Cuts	3,298	3,025	4,000	975		975	75.6%	
405 Grounds Maintenace Contract	25,457	12,500	80,000	67,500		67,500	15.6%	
407 Handyman Contract	9,762	0	0	0		0	0.0%	
408 Pest Control	680	539	650	111		111	82.9%	
409 Tree Surgery	6,038	400	6,000	5,600		5,600	6.7%	
411 RBS Annual Support Cem Package	296	377	600	223		223	62.8%	
Cemetery :- Indirect Expenditure	<u>50,876</u>	<u>20,080</u>	<u>97,350</u>	<u>77,270</u>	<u>0</u>	<u>77,270</u>	<u>20.6%</u>	<u>0</u>
Net Income over Expenditure	<u>(5,630)</u>	<u>7,085</u>	<u>(74,350)</u>	<u>(81,435)</u>				
Cemetery :- Income	45,246	27,165	23,000	(4,165)			118.1%	
Expenditure	50,876	20,080	97,350	77,270	0	77,270	20.6%	
Movement to/(from) Gen Reserve	<u>(5,630)</u>	<u>7,085</u>						

Buildings Management51 Simpson Centre

5002 Income - Simpson Hall Hire	0	345	0	(345)			0.0%	
5003 Income - The Simpson Centre	4,140	5,605	0	(5,605)			0.0%	
5004 Income - Library Utilities	2,000	0	0	0			0.0%	

Detailed Income & Expenditure by Budget Heading 15/02/2024

Month No: 10

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
5005 Income - Library Lease	2,565	0	0	0			0.0%	
Simpson Centre :- Income	8,705	5,950	0	(5,950)				0
505 Rates - Simpson	8,483	8,907	8,750	(157)		(157)	101.8%	
507 Water Charges - Simpson	710	620	250	(370)		(370)	248.2%	
510 Electricity - Simpson	4,228	2,024	2,500	476		476	81.0%	
Simpson Centre :- Indirect Expenditure	13,421	11,552	11,500	(52)	0	(52)	100.5%	0
Net Income over Expenditure	(4,716)	(5,602)	(11,500)	(5,898)				
52 Memorial Hall								
5001 Income - Mem Hall	18,801	21,531	8,000	(13,531)			269.1%	
Memorial Hall :- Income	18,801	21,531	8,000	(13,531)			269.1%	0
504 Rate	4,790	4,491	5,100	609		609	88.1%	
506 Water Charges	1,214	360	1,500	1,140		1,140	24.0%	
508 Gas	2,185	1,886	3,500	1,614		1,614	53.9%	
509 Electricity	528	625	1,800	1,175		1,175	34.7%	
Memorial Hall :- Indirect Expenditure	8,717	7,362	11,900	4,538	0	4,538	61.9%	0
Net Income over Expenditure	10,083	14,170	(3,900)	(18,070)				
53 Building - General								
501 Staff Wages	12,478	0	0	0		0	0.0%	
512 Maintenance	19,681	11,072	12,000	928		928	92.3%	
516 Handyman Contract	9,299	0	0	0		0	0.0%	
518 Bin Hire	2,320	2,176	5,000	2,824		2,824	43.5%	
538 Service Contracts	15,556	11,829	13,000	1,171		1,171	91.0%	
Building - General :- Indirect Expenditure	59,334	25,077	30,000	4,923	0	4,923	83.6%	0
Net Expenditure	(59,334)	(25,077)	(30,000)	(4,923)				
55 Greenacre Centre								
5008 Income -GAC	11,136	217	250	33			86.8%	
5009 Income - Solar Panels FIT	349	369	250	(119)			147.5%	
Greenacre Centre :- Income	11,484	586	500	(86)			117.2%	0
504 Rate	13,224	15,207	14,300	(907)		(907)	106.3%	
506 Water Charges	884	268	3,000	2,732		2,732	8.9%	
508 Gas	3,982	4,521	6,000	1,479		1,479	75.4%	
509 Electricity	8,889	5,280	15,000	9,720		9,720	35.2%	
537 Cleaning Contract	13,245	10,700	13,000	2,300		2,300	82.3%	
Greenacre Centre :- Indirect Expenditure	40,223	35,975	51,300	15,325	0	15,325	70.1%	0
Net Income over Expenditure	(28,739)	(35,389)	(50,800)	(15,411)				

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Detailed Income & Expenditure by Budget Heading 15/02/2024

Month No: 10

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Buildings Management :- Income	38,990	28,067	8,500	(19,567)			330.2%	
Expenditure	121,696	79,965	104,700	24,735	0	24,735	76.4%	
Movement to/(from) Gen Reserve	(82,705)	(51,898)						
<u>Establishment & Admin</u>								
61 Establishment								
6003 Income - Miscellaneous	98	41	50	9			82.4%	
6004 Income - Interest Received	19,239	39,294	2,500	(36,794)			1571.8%	
6008 Income - Mayor Event	11	240	0	(240)			0.0%	
Establishment :- Income	19,348	39,575	2,550	(37,025)			1552.0%	0
601 Staff Salaries	136,793	209,555	230,000	20,445		20,445	91.1%	
602 Employers NI	12,861	16,427	34,500	18,073		18,073	47.6%	
603 Ers Pension Contrib	36,660	33,086	3,500	(29,586)		(29,586)	945.3%	
604 Staff Training	4,052	7,432	5,000	(2,432)		(2,432)	148.6%	
605 Clerk's Expenses	261	301	1,500	1,199		1,199	20.0%	
607 Photocopier Costs	559	333	1,000	667		667	33.3%	
608 Telephone/Fax/ISDN	3,754	3,794	5,000	1,206		1,206	75.9%	
609 Postage	481	434	600	166		166	72.3%	
610 Stationery	3,856	2,787	2,500	(287)		(287)	111.5%	
611 Insurances	7,347	9,002	7,000	(2,002)		(2,002)	128.6%	
612 Audit Fees	1,850	2,400	3,000	600		600	80.0%	
613 Legal Fees	2,433	18	5,000	4,982		4,982	0.4%	
614 Advertising	3,405	4,862	6,000	1,138		1,138	81.0%	
615 Maintenance & Repairs/IT	14,897	13,197	12,000	(1,197)		(1,197)	110.0%	
618 Subscription/Licence	12,879	13,965	12,000	(1,965)		(1,965)	116.4%	
619 PWLB Loan Repayments	19,520	16,731	20,000	3,269		3,269	83.7%	
620 Civic Allowance	1,323	481	1,500	1,019		1,019	32.1%	
621 Bank Charges	529	376	600	224		224	62.7%	
627 Travel Expenses	73	287	250	(37)		(37)	114.8%	
630 Grants	5,650	9,557	15,000	5,443		5,443	63.7%	
631 Councillor Training/Mileage	89	90	1,000	910		910	9.0%	
Establishment :- Indirect Expenditure	269,273	345,115	366,950	21,835	0	21,835	94.0%	0
Net Income over Expenditure	(249,925)	(305,540)	(364,400)	(58,860)				
62 Precept								
6005 Precept	638,610	913,926	913,926	0			100.0%	
Precept :- Income	638,610	913,926	913,926	0			100.0%	0
Net Income	638,610	913,926	913,926	0				
Establishment & Admin :- Income	657,958	953,501	916,476	(37,025)			104.0%	
Expenditure	269,273	345,115	366,950	21,835	0	21,835	94.0%	
Movement to/(from) Gen Reserve	388,685	608,386						

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Detailed Income & Expenditure by Budget Heading 15/02/2024

Month No: 10

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Town Strategy								
71 Town Strategy								
701 Town Strategy	5,165	0	4,000	4,000		4,000	0.0%	
Town Strategy :- Indirect Expenditure	5,165	0	4,000	4,000	0	4,000	0.0%	0
Net Expenditure	(5,165)	0	(4,000)	(4,000)				
Town Strategy :- Income	0	0	0	0			0.0%	
Expenditure	5,165	0	4,000	4,000	0	4,000	0.0%	
Movement to/(from) Gen Reserve	(5,165)	0						
Managed Funds								
85 Earmarked Reserves								
8001 Xmas Lights donations	6,383	3,334	0	(3,334)			0.0%	383
8002 Income EMR - Cemetery	5,803	10,068	0	(10,068)			0.0%	10,068
8006 S106 Income	1,223,242	3,720	0	(3,720)			0.0%	
8007 Income - Rec Ground Rolling	800	0	0	0			0.0%	
8008 Pitch Power Football Pitch Gra	0	11,784	0	(11,784)			0.0%	11,784
Earmarked Reserves :- Income	1,236,228	28,907	0	(28,907)				22,235
802 EMR-Working Capital	29,150	3,382	0	(3,382)		(3,382)	0.0%	3,382
804 Mossman	0	4,457	0	(4,457)		(4,457)	0.0%	4,457
806 EMR -Buildings Fund	1,804	0	0	0		0	0.0%	
808 Pitch Power Football Pitch Gra	0	11,784	0	(11,784)		(11,784)	0.0%	11,784
809 EMR - PCemetery Projects/Paths	5,110	14,193	0	(14,193)		(14,193)	0.0%	14,193
815 EMR-Rec Ground Rolling Improve	5,744	56,906	0	(56,906)		(56,906)	0.0%	56,906
816 EMR-Norton Work Highway work	2,382	0	0	0		0	0.0%	
818 EMR Rec MUGA	22,067	26,787	0	(26,787)		(26,787)	0.0%	26,787
819 EMR - Allotment Hedging	1,090	0	0	0		0	0.0%	
820 EMR-Estab Office Equipment	19,090	1,385	0	(1,385)		(1,385)	0.0%	1,385
821 EMR-Estab election Fund	0	220	0	(220)		(220)	0.0%	220
823 Handyman set up	1,860	364	0	(364)		(364)	0.0%	364
824 Christmas Lights	16,479	12,994	0	(12,994)		(12,994)	0.0%	12,994
826 EMR Youth Work	9,615	5,540	0	(5,540)		(5,540)	0.0%	5,540
832 Tree Work	8,743	0	0	0		0	0.0%	
833 EMR- S106 Greenacre Park	0	39,486	0	(39,486)		(39,486)	0.0%	39,486
835 EMR -S106 A Rd MUGA, Gym outdr	366,704	0	0	0		0	0.0%	
836 EMR- Facilities Team Setup	0	1,400	0	(1,400)		(1,400)	0.0%	1,400
Earmarked Reserves :- Indirect Expenditure	489,839	178,898	0	(178,898)	0	(178,898)		178,898
Net Income over Expenditure	746,389	(149,991)	0	149,991				
9000 plus Transfer from EMR	492,284	178,898						
9001 less Transfer to EMR	1,210,008	22,235						

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Detailed Income & Expenditure by Budget Heading 15/02/2024

Month No: 10

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Movement to/(from) Gen Reserve	28,665	6,672						
Managed Funds :- Income	1,236,228	28,907	0	(28,907)			0.0%	
Expenditure	489,839	178,898	0	(178,898)	0	(178,898)	0.0%	
Net Income over Expenditure	746,389	(149,991)	0	149,991				
plus Transfer from EMR	492,284	178,898						
less Transfer to EMR	1,210,008	22,235						
Movement to/(from) Gen Reserve	28,665	6,672						
Grand Totals:- Income	1,992,499	1,050,724	960,291	(90,433)			109.4%	
Expenditure	1,119,022	723,035	882,920	159,885	0	159,885	81.9%	
Net Income over Expenditure	873,477	327,689	77,371	(250,318)				
plus Transfer from EMR	492,284	178,898						
less Transfer to EMR	1,210,008	22,235						
Movement to/(from) Gen Reserve	155,753	484,352						

Earmarked Reserves

Account	Opening Balance	Net Transfers	Closing Balance
9002 EMR - Working Capital	5,849.97	-3,382.32	2,467.65
9003 EMR - SE Forum	17.00		17.00
9004 EMR - Mossman	4,457.00	-4,457.00	0.00
9005 EMR - Town Strategy	9,808.93		9,808.93
9006 EMR - Building Fund	130,428.00		130,428.00
9009 EMR - Cemetery Projects	242,912.92	-4,124.71	238,788.21
9010 EMR - Teasel	450.00		450.00
9015 EMR - Rec Rolling Imprv.	57,487.06	9,258.64	66,745.70
9017 EMR - Street Lights	34,890.00	10,000.00	44,890.00
9018 EMR - Rec MUGA	27,935.03	-26,786.69	1,148.34
9020 EMR - Estab Office Equip	4,345.55	2,115.32	6,460.87
9021 EMR - Estab Election	15,858.00	-220.05	15,637.95
9022 EMR - Cmty Leisure Centre	5,000.00		5,000.00
9023 EMR - Handyman Role	8,139.52	-364.30	7,775.22
9024 EMR - Christmas Lights	807.35	-2,611.04	-1,803.69
9025 EMR - GAC Sinking Fund	122,735.00		122,735.00
9026 EMR - Youth Work	2,438.00	9,460.00	11,898.00
9027 EMR - S106 GAC	199,510.00	4,000.00	203,510.00
9028 EMR - S106 Pix Brook PA	434,385.00		434,385.00
9029 EMR - Clerk of Works A Rd	119.00		119.00
9030 EMR - Riverside Cpk Ext.	40,000.00		40,000.00
9031 EMR - S106 PC Ave	135,000.00		135,000.00
9032 EMR - Tree Work	1,257.00	10,000.00	11,257.00
9033 EMR - S106 Greenacre Park	827,872.30	-39,486.00	788,386.30
9036 EMR - Facilities Team Set Up	0.00	13,600.21	13,600.21
	2,311,702.63	-22,997.94	2,288,704.69



STOTFOLD TOWN COUNCIL

PLANNING APPLICATIONS POLICY

INTRODUCTION

All parish and town councils are statutory consultees on any planning application received by the local planning authority.

The knowledge of parish councillors represents local views, provides local knowledge, raises areas of concern, informs debate and adds value to the process.

AIMS AND OBJECTIVES

Aims

The aim of the planning applications policy is to improve the way in which Stotfold Town Council responds to planning applications.

Objectives

The objectives are to streamline and speed up the consultation process where applicable and to concentrate on larger, or more complex planning requests as appropriate.

POLICY

Stotfold Town Council Planning Committee consider all planning applications as notified by Central Bedfordshire Council as the local planning authority. All planning applications, irrespective of type of application are reported to the Planning Committee.

To be decided in consultation with all planning committee members.

Members will be emailed with a list containing all the relevant information for 'minor' applications, these would usually be decided by the Planning Authority Case Officers and include:

- Single storey rear extensions
- Porches and conservatories
- Garage conversion into habitable space
- Repairs/restorations to listed buildings
- Advertising
- Summerhouses and offices in gardens
- Variation of conditions
- Tree works (any application for tree works will also be referred to the tree warden for comment)

The Clerk will advise Members of a deadline for reply. Responses will be collated and the planning authority informed. If opinion is divided a meeting will be arranged to debate the issues and formulate a response to the consultation. Any Member can ask that the application be considered by the Planning Committee.

To be decided at a Planning Committee meeting.

Members will be summoned to a meeting in accordance with the planning committee terms of reference and include the following types of application:

- Demolition and replacements.
- Large extensions.
- Applications with a substantial impact on neighbours/street scene
- Change of use
- Applications requiring listed building consent (not including repairs and restoration)
- Infill
- New developments
- Social infrastructure
- Community facilities
- Request by a member of the Planning Committee

DRAFT