



STOTFOLD TOWN COUNCIL

Dear Councillor, you are hereby summoned to attend:

**A MEETING OF THE TOWN COUNCIL, ON WEDNESDAY 4TH SEPTEMBER 2019, AT
7.00PM, IN THE COUNCIL CHAMBER, GREENACRE CENTRE, STOTFOLD**

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 meeting of the Council held on 3rd July 2019.
- 6. Clerk's Report and Matters Arising for Information**
See Agenda Report.
- 7. Correspondence received for information**
Bedfordshire Bugle September edition and BATPC autumn training programme circulated to Members.
- 8. Councillor and staff photos**
To approve Peter Trulock Photographer to take new Councillor and new staff photographs, and update any existing required, at £125. To be displayed in Greenacre Centre foyer and on Council website.
- 9. BATPC – AGM & County Committee Elections**
The Association's AGM will take place on Thursday 17th October, 7.00pm for 7.30pm at Cople Village Hall. Members are asked to consider sending three representatives, who may vote on any business at the meeting. Guest speakers will be Will Gallagher, Strategic Director East West Rail and Martin Tugwell, Programme Director, England's Economic Heartland, who will be providing an update on the latest position with regards to road and rail links affecting our area.

Members are also asked to consider nominating a councillor to serve on the Association's County Committee, together with a brief resume of that councillor – information attached for Members.

10. Corporate Strategic Plan - Forward plan

To consider the Clerk's proposed timescales and priority level for items on the forward plan which do not specifically relate to any committee – to be forwarded to the Town Strategy Committee:

Investment	Make use of investment opportunities for funds held, such as section 106	January 2020 to January 2021	Medium/High
Emergency Plan	Produce emergency plan for Stotfold	September 2019 to March 2021	Medium
Promotion of town	Re-introduce updated residents handbook	September 2019 to March 2020	Medium/High
Community safety	Host community safety event and encourage Streetwatch, Speedwatch and other community safety schemes	September 2019 to March 2023	Medium
Christmas Lights	Continue to increase lights display and seek to improve switch on event annually	September 2019 to March 2023	Medium

11. Central Beds Council (CBC) Street Lighting Review – potential disposal of Town Council assets

Central Beds Council is currently carrying out a comprehensive survey of the street lighting assets (copy of correspondence attached for Members). Together with CBC lights, there are also 3rd party lights, i.e. Town Council owned. They are looking to determine the number of 3rd party owned streetlights on highways land, and to establish whether those parties wish to continue to maintain the ownership and associated management of those lights. We have been asked for the following information:

- Confirm if we own and maintain any street lighting and provide a list of these assets – the Clerk will provide this information supplied by our Street Lighting Contractor
- If we own and maintain street lighting assets, would we consider putting these up for adoption by CBC?
- Do we, or would we like to put any embellishments on CBC highway assets? This includes festive lighting, banners and hanging baskets – the Clerk will respond to advise that the Christmas Lights Committee wishes to erect some solar powered festive lighting on four CBC streetlights this year. This number may increase in the future, and could include event banners or other embellishments.

Members are therefore asked to consider the following: Does the Town Council wish to consider putting up its street lighting assets for adoption by Central Beds Council?

Council's Street Lighting Contract runs for a further 3 ½ years at £1,760 plus vat per annum (6 year contract). Additional costs for each repair/replacement of lanterns and columns. Current annual budget for contract and works £13,000.

This consideration is for disposal of Council assets; therefore, it is being considered by full Council and not Recreation Grounds, Public Lands & Lighting Committee. The deadline is also very short, being 8th September.

12. VE Day 75

Further to previous consideration of our participation in national VE Day 75 celebrations in May 2020, discussions have been held with Reverend Bill Britt of St Mary's Church and the Royal British Legion.

The following has been proposed: service on Friday 8th May 2020 at around 6pm, followed by participation in the national bell ringing at 7pm. VE Day could also be incorporated into the Sunday Service of Holy Communion on Sunday 10th May but would be at the normal service time of 10am, rather than the national participation at 10.30am.

For wider community participation, it is suggested that an exhibition/display/film footage of WW2/VE Day celebrations (preferred with a Stotfold link), together with light buffet is held in the Greenacre Centre on the Saturday. Free of charge entry. Buffet and other associated costs to be met by Civic Allowance.

13. Police & Crime Commissioner's request for funding for PCSO

Further to consideration at previous Council meetings, responses have been received to Council's queries regarding the PCSO funding (see attached report). Members are asked to determine if they wish to fund a PCSO.

14. Pix Brook Academy planning application - report from Councillor Collier

Clarification for Members on Councillor Collier's representation at Central Beds Council's recent Development Management meeting regarding the Pix Brook Academy planning application.

15. Stotfold Mill Preservation Trust – continued use of fields for Mill events

A letter has been received from Stotfold Mill Preservation Trust regarding retaining use of the fields for their Mill events. Members are asked to consider if they support the principle of the Trust's proposal. If positive, discussions can be held with the Trust, Central Beds Council and any other appropriate parties to consider options, and investigations will be made into potential implications for the Council – to be reported back for consideration.

16. To receive a report from a Central Bedfordshire Councillor on matters pertaining to Stotfold

17. To receive a report from Member and Nominated Representatives on outside bodies

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

19. Annual Governance & Accountability Return 2018/2019

To receive and note the External Auditor's Certificate (Mazars) and completed Annual Return for year end 31st March 2019. The External Auditors advice is as per attached report. The Certificate and completed Annual Return have been published as required on the Council's website and notice board.

20. Monthly accounts

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

21. Arlesey Road project & relocation of Football Club

To receive and note minutes of the Arlesey Road Project Delivery Committee meetings held on 16th July and 21st August, and to receive an update on progress of the project.

Committee Recommendation from meeting 21st August available in Agenda Report

22. Committee minutes

Planning Committee

10th July 2019

- Members of the Planning Committee will be asked to confirm that the minutes are a correct record of the meeting held on Wednesday 10th July 2019
- Members of the Council will then be asked to note the minutes of the Planning Committee meeting held on Wednesday 10th July 2019. There were no recommendations to Council

24th July 2019

- Members of the Planning Committee will be asked to confirm that the minutes are a correct record of the meeting held on Wednesday 24th July 2019
- Members of the Council will then be asked to note the minutes of the Planning Committee meeting held on Wednesday 24th July 2019. There were no recommendations to Council

7th August 2019

- Members of the Planning Committee will be asked to confirm that the minutes are a correct record of the meeting held on Wednesday 7th August 2019
- Members of the Council will then be asked to note the minutes of the Planning Committee meeting held on Wednesday 7th August 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 10th July 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 10th July 2019. Committee Recommendation available in Agenda Report

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 24th July 2019
- Members of the Council will then be asked to note the minutes of the Establishment Committee meeting held on Wednesday 24th July 2019. Committee Recommendation available in Agenda Report

23. Questions from Electors on items arising from this evening's meeting

24. Items for information purposes only

KA Elliott-Turner

**Mrs KA Elliott-Turner
Town Clerk**

30th August 2019

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

COUNCIL AGENDA REPORTS

AGENDA ITEM 1	Meeting date: 4th September 2019
Mayor's announcements & civic attendance	
<p><u>Mayors Civic Attendances July to September 2019</u> 12th July – Keech Hospice Quiz Stotfold Conservative Club -Attended 12th July – Mayor of Sandy's Quiz Night – Declined 9th August – Respite at Home Volunteers Jordan's Mill – Attended 18th August – Councillor Bowater's charity Event – Declined 13th September – Houghton Regis Town Council Charity Curry Night – Deputy Mayor to attend 15th September – Pottton Civic Service – Mayor to attend 22nd September – Annual Justice Service Bedford – Mayor to attend 26th September – Bedfordshire Fire & Rescue Service Annual Awards Service – Mayor to attend</p>	
Decision required: attendance where Mayor unable to attend, or Councillors are invited	
Expenditure required: n/a	

AGENDA ITEM 6	Meeting date: 4th September 2019
Clerk's Report and Matters Arising for Information	
<p>Matters Arising Minute 155/19 – awaiting notification of the outcome of the Friends of Roecroft Lower School AGM (PTA) and their decision on whether they will take on the organising of the Festival Week Fete for future years. Minute 158/19 – Alys Bishop, Principal Drainage Engineer and Flood Risk Team Leader, Central Beds Council, together with her technical colleagues, will be attending an Extraordinary Council Meeting on Tuesday 10th September 2019 in order that their Pix Brook Flood Prevention Report can be presented.</p>	
Decision required: n/a	
Expenditure required: n/a	

COUNCIL AGENDA REPORTS

AGENDA ITEM 21	Meeting date: 4th September 2019
Committee recommendations – Arlesey Road Project Delivery, 21st August	
Minute 6/19: RECOMMENDED that in light of receipt of costs to provide the previously preferred Armco barrier option and sliding access gate, and that they are not clear, and not appropriate to our requirements, the previous resolution on this matter is rescinded and the provision of security barriers around the carpark is put on hold as something that the council may undertake after project completion.	
Decision required: approve recommendation to rescind previous resolution	
Expenditure required: n/a	

AGENDA ITEM 22	Meeting date: 4th September 2019
Committee recommendations – Recreation Grounds, Public Lands & Lighting, 10th July	
Minute 77/19: RECOMMENDED that Council pursues submitting applications to register Riverside Playing Field, Millennium Green, Centenary Wood and Norton Road Allotments with Fields in Trust protection. Applications are also to be submitted to Land Registry to update title documents for our assets showing our new office address.	
Decision required: approve recommendation	
Expenditure required: n/a	

COUNCIL AGENDA REPORTS

AGENDA ITEM 22	Meeting date: 4th September 2019
Committee recommendations – Establishment, 24th July	
Minute 28/19: RECOMMENDED that the revised Terms of Reference for the following committees are adopted: Establishment, Planning, Buildings Management, Cemetery Management, Town Strategy, Recreation Grounds, Public Lands & Lighting and Town Plan Implementation Group.	
Decision required: approve recommendation	
Expenditure required: n/a	