

MINUTES OF A VIRTUAL MEETING OF STOTFOLD TOWN COUNCIL HELD ON WEDNESDAY 4th NOVEMBER 2020, AT 7PM

Committee Members present:

A Cooper - Chairman, Mrs S Bundock, Mrs A Clarey, B Collier, Mrs M Cooper, S Dhaliwal, S Hayes, Mrs J Hyde, D Matthews, C Phelps, H Pickering, B Saunders (& CBC Cllr), J Talbot

Also present:

Assistant Clerk – Ms Caroline Jenkins

124/20 APOLOGIES FOR ABSENCE

Apologies for absence were received from the Town Clerk, Mrs K Elliott-Turner, Councillor S Buck, G Russell and Central Beds Council Ward Member Steve Dixon.

125/20 DISCLOSURE OF MEMBERS INTERESTS ON MATTERS CONTAINED IN THE AGENDA

Nothing to declare. 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.

126/20 PUBLIC PARTICIPATION – QUESTIONS, COMMENTS & RESPONSES

None present

127/20 CLERK'S REPORT, CORRESPONDENCE RECEIVED & MATTERS ARISING FOR INFORMATION

Nothing to report

128/20 COUNCIL MINUTES

To note and sign as a correct record, the minutes of a meeting of the Council held on Wednesday 7th October 2020.

RESOLVED that the minutes of the Council meeting held on Wednesday 7th October 2020 be taken as read and confirmed and signed as a correct record.

129/20 INSURANCE REVIEW 2020/21

Members were asked to review the Council's insurance cover in respect of all insurable risks, for the insurance period 1st June 2020 to 31st May 2021.

RESOLVED that the Council's insurance cover in respect of all insurable risks, for the insurance period 1st June 2020 to 31st May 2021 is adequate.

130/20 ASSET REGISTER REVIEW

Members were asked to review the Council's asset register. Changes to the asset register were highlighted to members.

RESOLVED that the Council's Asset Register is adopted.

131/20 APPROVAL OF INTERNAL AUDIT PROGRAMME

Members were asked to review and approve the Internal Audit Programme to be used by the Internal Auditor for auditing accounts.

RESOLVED that the Internal Audit Programme is approved for auditing accounts 2020/2021.

132/20 MEETING ATTENDANCE POLICY

Members were asked to consider and approve the draft Meeting Attendance Policy.

Members were concerned with various points in the document including the recording and publishing of attendance and personal information not to be disclosed in the public domain and the notice and deadline for apologies of absence.

RESOLVED that the draft Meeting Attendance Policy be amended to address these concerns and returned to the next meeting for further consideration.

133/20 SCHEME OF DELEGATION

Members were asked to consider and approve the draft Scheme of Delegation document.

Discussion was had regarding delegated powers and whether certain functions listed in the document should be delegated directly to the relevant committee to agree or to the Town Clerk. It was agreed by members that the position of Clerk has been given delegated power to oversee duties on behalf of the Town Council and to enable the office and general running of the Town Council to be efficient.

RESOLVED that as there was no objection to the scheme proposed, the Scheme of Delegation was adopted.

134/20 REPORTS

- a) Central Beds Council Ward Member Report
Councillor B Saunders

Latest Covid information for Central Bedfordshire

The number of people testing positive for Coronavirus in the last week (week ending 25 October) has increased to 221, up 51 cases from the previous week.

Sadly, there has been one death Central Bedfordshire between 10 -16 October.

Individuals tested in the last 7 days: 2,423 (down 6)

COVID-19 cases in the last 7 days: 221 (up 51)

Positive tests in the last 7 days: 9.1% (up 2.1%)

Wards with more than 2 cases in the last 7 days:

Stotfold and Langford: 23, Arlesey: 19, Shefford: 17, Caddington: 13, Ampthill: 12, Leighton Buzzard North: 12, Biggleswade South: 10, Flitwick: 10, Leighton Buzzard South: 10, Dunstable-Northfields: 9, Barton Le Clay: 8, Houghton Hall: 8, Biggleswade North: 7, Cranfield and Marston Moretaine: 6, Sandy: 6, Dunstable -Icknield: 5, Heath and Reach: 5, Parkside: 5, Dunstable - Watling: 4, Northill: 4, Silsoe and Shillington: 4, Tithe Farm: 4, Westoning,

Flitton and Greenfield: 4, Aspley and Woburn: 3, Dunstable – Central: 3, Eaton Bray:3.

It was noted that the current number of cases for Stotfold and Langford was 23. It was clarified that these cases were not due to one party as recently, but were all in separate households.

It was also noted that the 23 cases are actually spread over Stotfold, Langford, Astwick and Fairfield. The current listing implies the figure in Stotfold to be high. It was questioned as to whether the listing could be amended to show these areas separately, as it has been done for Biggleswade and Dunstable. This will be suggested.

It was also noted that Hitchin Road is still closed after two weeks, due to ongoing roadworks, directly leading onto the roundabout on the A507. This is very inconvenient.

At production of these minutes, the roadworks have now been completed.

b) Member and Nominated Representatives on Outside Bodies

St Mary's Church of England Academy – Community Governor, Councillor Mrs A Clarey.

- St Mary's continues to work with the restrictions imposed by the coronavirus.
- The half term break seems to have arrived very quickly! Parentmail informed the families of pupils who would normally receive free school meals of the voucher scheme provided by CBC.
- The new school councillors have been selected by their class mates. Their first task was to take an active role in the virtual tour of the school for the prospective parents (2021 intake). External tours of the school led by the headteacher are going extremely well.
- School assemblies continue to take place. Unfortunately, parents are unable to attend but these are recorded and shared on class Dojo and on the website.
- All meetings are held virtually – most recently the SMSA AGM and the Governors Resources meeting with the accountants.
- School photo's have been taken and the traditional Sponsored Bounce is planned for 3rd November (yesterday!)

It was also reported that the Head Teacher, Miss Sam Bishop, has sadly tested positive for coronavirus. Parents and staff at the school were informed yesterday. The good news is that she has not been in contact with anyone at the school over the half term break. She is feeling well, working from home and looking forward to returning to the school.

The Town Council sends their best wishes to her for a speedy recovery.

c) Town Plan Implementation Group – Councillor Mrs Anne Clarey

- The Green Wheel Stakeholders Group will meet virtually on November 6th. (Minutes of our last meeting were presented at the Recreation, Grounds, Public Lands and Lighting Committee – 09.09.20)
- The Definitive Maps Officer (CBC) has corrected the website ‘error’ - ref Old Brewery footpath.
- In the last month the SGNG have completed 134 jobs of which 32 were collection/delivery of prescriptions and 41 medical transports. We would still like to welcome more volunteer drivers.
- The clients who attend the Chair Based Exercise classes in the Memorial Hall are happy to be back despite the lack of tea, biscuits and a chance to chat at the end of the session.
- The group have been awarded a CBC Ward Councillor Grant of £600 which will be match funded. It will support a new data base which will be developed to benefit both clients and volunteers.

d) Other Member Representative reports – Scouts Association- Councillor John Talbot

- Attended the Scouts Annual general Meeting last evening along with the Executive committee, The Mayor and Councillor Mary Cooper.
- The leaking roof on the scout hut has now been repaired and tested for any further leaks.
- The scouts were now financially sound, many thanks to the grant obtained from the Co-op of £6000.

135/20 ACCOUNTS

- a) Members considered the Expenditure Report for November 2020 and the income received during October 2020 in the Income Report.

RESOLVED that all payments on the Expenditure Report are approved and are to be paid, and the Income Report be noted.

- b) The monthly committee budget reports, budget variances and bank balances were not available.

Note – recommendations for committee estimates figures are to be referred to the December Establishment Committee prior to being ratified by full Council in January.

136/20 RECREATION GROUNDS, PUBLIC LANDS & LIGHTING COMMITTEE – 14TH OCTOBER 2020

Members of the Recreation Grounds, Public Lands & Lighting Committee confirmed that the minutes of their meeting held on 14th October 2020 are a correct record. There were no recommendations from the committee. The minutes were noted by council.

137/20 CEMETERY MANAGEMENT COMMITTEE – 21ST OCTOBER 2020

Members of the Cemetery Management Committee confirmed that the minutes of their meeting held on 21st October 2020 are a correct record. There were no recommendations from the committee. The minutes were noted by council.

138/20 BUILDINGS MANAGEMENT COMMITTEE – 21ST OCTOBER 2020

Members of the Building Management Committee confirmed that the minutes of their meeting held on 21st October 2020 are a correct record. The minutes were noted and the recommendations (minute 32/20) was ratified by the members of the council.

139/20 TOWN STRATEGY COMMITTEE – 28TH OCTOBER 2020

Members of the Council noted that the meeting was inquorate and all matters contained in the agenda will be deferred to a future date.

140/20 ESTABLISHMENT COMMITTEE – 28TH OCTOBER 2020

Members of the Council noted that the meeting was inquorate and all matters contained in the agenda will be deferred to a future date.

141/20 PLANNING COMMITTEE – 29TH OCTOBER 2020

Members of the Planning Committee confirmed that the minutes of their meeting held on 29th October 2020 are a correct record. There were no recommendations from the committee. The minutes were noted by council.

142/20 QUESTIONS FROM ELECTORS ON ITEMS ARISING FROM THE MEETING

There were none.

143/20 ITEMS FOR INFORMATION PURPOSES ONLY

It was noted by members that a member of the public has complained about the condition of the new footpath from Common Road, this has been churned up by lorries gaining access to the Pix brook site and now contains large puddles.

This is not a works access to the new school and is only an operational route to the school. It is not suitable for lorries or farm vehicles to be using.

Members asked Central Beds Councillors to look into posting notices on both Common Road and Vaughan Road to prevent this activity.

There being no further business, the meeting was closed at 8.00pm

MINUTES APPROVED (date):

SIGNED BY CHAIRMAN: