

MINUTES OF A MEETING OF STOTFOLD TOWN COUNCIL HELD ON WEDNESDAY 3RD APRIL 2019 AT 7.00PM IN THE COUNCIL CHAMBER, GREENACRE CENTRE, STOTFOLD

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	B Saunders (& CBC Cllr)
Ms B Sowinska	J Talbot

Also present: Central Beds Councillor Steve Dixon, 2 members of the public and the Town Clerk – Mrs K Elliott-Turner

73/19 MAYOR’S ANNOUNCEMENTS & CIVIC ATTENDANCE

Attendances

5th March – Houghton Regis Pancake Race – declined
10th March – Chairman’s Civic Service Woburn – attended
14th March – Stotfold Football Club - attended
17th March – Biggleswade Town Mayor Civic Service - declined
20th March – Houghton Regis Charity Dinner at Go Houghton – declined
24th March – Dunstable Town Council Civic Service- declined
30th March – Mayor of Leighton-Linslade Spring Fayre – declined

Future events

3rd April – Roecroft Lower School Spring has sprung – to be confirmed
6th April – North Herts District Council Multicultural Celebration – accepted
7th April – Houghton Regis Civic Service – accepted
10th April – Mayor of Leighton–Linslade Charity Event - declined
26th April – Mayor of Leighton–Linslade Bingo Night – to be confirmed

74/19 DISCLOSURE OF MEMBERS INTERESTS ON MATTERS CONTAINED IN THE AGENDA

Councillors Mrs Bundock, Collier and Saunders declared an interest in an item on the Income list, as Roecroft Centre Committee members. 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.

75/19 APOLOGIES FOR ABSENCE FROM TOWN COUNCIL MEMBERS

Apologies for absence were received from Councillor Pickering.

76/19 ORAL QUESTIONS FROM ELECTORS

Not at this point.

77/19 TO NOTE AND SIGN AS A CORRECT RECORD – MINUTES OF THE COUNCIL MEETING HELD ON WEDNESDAY 6TH MARCH 2019

RESOLVED that the minutes of the Council meeting held on Wednesday 6th March 2019 be taken as read and confirmed and signed as a correct record.

78/19 CLERK'S REPORT AND MATTERS ARISING FOR INFORMATION

Clerk's Report

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

The Clerk gave an update on the public art project for the open space to the rear of the Greenacre Centre. The public artist, Tim Ward and Councillor Phelps have met with the Headteachers of Roecroft Lower School and St Mary's Academy to discuss their pupil's involvement in the public art project. The proposed timescales are as follows:

Monday 29th April, Tim will attend St Mary's Academy assembly to talk to KS2 pupils about the project, and on Tuesday 30th April he will attend Roecroft Lower School to do the same. He will be working with the children to come up with some designs for the mosaic ends of the granite sundials. Week beginning 20th May will be the 'exhibition week' with copies of the proposed design displayed in the Council office foyer, and 1 or 2 sessions with local art/craft groups to seek pinion on the design proposals. As part of Festival Week, a 'mosaic making day' will be held on Sunday 23rd June at the Greenacre Centre, with the finalised pieces of art installed on site during September.

79/19 CORRESPONDENCE RECEIVED FOR INFORMATION

Nothing to report.

80/19 POLICING AND COMMUNITY SAFETY IN BEDFORDSHIRE

The safety of our communities is currently a hot topic, and funding has been made available to tackle crime and anti-social behaviour – copies of articles were previously provided to Members.

- 1) Central Beds Council has confirmed that they will be funding 12 new community safety officers to work alongside the police and communities to help tackle community safety issues
- 2) The Bedfordshire Police & Crime Commissioner has confirmed that she has been able to secure funding through an increase in Council Tax and Home Office and Government grants for up to 400 new police officers for Bedfordshire
- 3) The Bedfordshire Police & Crime Commissioner (PCC) has written to all Town and Parish Councils in Bedfordshire seeking financial support to provide a PCSO dedicated to policing in the local area, subject to agreement

Members considered the request in point 3) to provide funding for such an officer.

Discussions included comments around the need for additional policing for Stotfold, whilst noting the addition police officers and community safety officers being provided. Comments also included concerns about the Town Council providing funding for a PCSO, but not having

a guarantee that they would work solely for the town – the PCC’s letter is not clear on this point.

A proposal was put that we do not fund a PCSO as requested by the PCC, it was seconded but after discussions, was withdrawn by the proposer because of the need for further information.

RESOLVED that further investigations are made into what the provision of a PCSO ‘dedicated to policing in the local area’ actually means, bearing in mind the statement made by the PCC. Ask when the new Police officers will be in place, and what this will mean for policing in Stotfold.

81/19 COMMUNITY CHANGING ROOMS – ARLESEY ROAD

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

Members considered three possible options:

1. Continue with Council’s original wish that the utility supplies to the community changing rooms are separately metered – details on the complex metering system will be circulated to Members prior to the meeting. Cost £15,000.
2. Continue with the current being installed – separate metering for electricity only, and then proportion utility costs according to each section of the building as a percentage. This would be subject to agreement between the Football Club and the Town Council.
3. Create a new lease on the community changing rooms with the Football Club. Thereby transferring management of this section, together with all running costs to the Football Club, i.e. utilities, repairs/maintenance, cleaning. This would also remove the difficulty/costs with separate metering. It is proposed that this would initially be a 25-year lease, subject to renegotiation after that period. The Football Club has been asked for their response to this potential option, and although they do not envisage any major issues which would prevent this option, they do have some queries regarding charges, usage, etc.

After considerable discussion, it was:

RESOLVED that option 1, to amend the plans for metering to the complex metering system, costing £15,000 and splitting all utilities to the community changing rooms, is not pursued. There are no objections to options 2 or 3, however the working group is to investigate and discussion options 2 and 3 with the Football Club, to come up with a mutually agreeable outcome – to be reported to the Council.

82/19 PROTOCOL FOR DEATH OF A MONARCH OR SENIOR FIGURE

1) Mourning Protocol

Members considered the Clerk’s draft Mourning Protocol for use in the event of the death of a Monarch or senior figure. The Clerk provided an update following discussions with Reverend Bill Britt of St Mary’s Church, which resulted in slight amendments to the

Protocol document. The Church will be open longer hours than usual following the death of the Monarch, they will also be making space available for people to leave flowers, and it is felt that this would be a more suitable place than outside The Greenacre Centre. The Clerk has agreed to support the Church by producing and placing appropriate signage to indicate the location of the Church and place for flower laying.

RESOLVED that the Mourning Protocol is adopted, with appropriate amendments following discussions with the Reverend of St Mary's Church.

2) Executive action – condolence books

The Clerk advised that three condolence books, plus spare sheets, had been purchased under executive action taken after consultation with the Chairman. Cost £75.78 plus vat.

RESOLVED that executive action taken by the Clerk in purchasing condolence books at a cost of £75.78 plus vat, is approved. Approval is given to purchasing additional sheets/books as required to ensure we have sufficient in place.

83/19 REPORT FROM A CENTRAL BEDS COUNCILLOR ON MATTERS PERTAINING TO STOTFOLD

Ward Member Brian Saunders gave the following report:

- The Council is current in the Purdah period, and as such there have been no briefings issued
- A Licensing Hearing will be held on Friday, at which the licensing application for MRH Stotfold (petrol station, Arlesey Road) will be heard, and he will be presenting the Town Council's objections

Members referred to the Pix Brook Academy consultation event being held this Friday at Fairfield. It is being held at very short notice, as publication of the event was only received this afternoon. The Clerk advised that she had left a message with BEST (Bedfordshire Schools Trust) to query why the very short notice, why it was being held in Fairfield and not Stotfold – as the school will be in Stotfold. A Member referred to the parents evening being held on 24th April and that the venue has not yet been confirmed – use of one of our venues will be put to them as a suggestion.

84/19 REPORT FROM MEMBER AND NOMINATED REPRESENTATIVES ON OUTSIDE BODIES

As Community Governor for Etonbury Academy, Councillor Phelps gave the following report:

- I attended a full Governors meeting recently, which included information about the restructuring of the Senior Leadership team and pupil performance and an update on Pix Brook Academy
- Year 5 held a "WOW" week called "Out of This World" last week
- Year 6 Parents Consultation are being held today
- The EACA (PTA) are organising a Key Stage 3 disco this week
- Year 11 students have GCSE Drama exams this week and over the Easter Holiday there will be Art and Photography Coursework days
- Theatre Sports Club for Years 7-11 will begin in the first week of the summer term

As Community Governor for St Mary's Academy, Councillor Mrs Clarey gave the following report:

- As a Governor I chaired the full Governing Board meeting in March where we looked at, amongst other things, funding, curriculum plans for the next academic year, the new RE syllabus, safeguarding, pupil premium, Governor training and lock-down
- I have also been involved in the appraisal of the new Clerk to the Governors who has undergone the training programme and I am still supporting the member of staff who will soon make the submission for Science Quality Mark
- Much has taken place over the past few weeks:
- Year 3 have taken part in a Faith Tour, visit a mosque, Gurdwara and church in Bedford as part of their RE studies
- World Book Day was celebrated and pupils came in a variety of costumes to represent their favourite book
- The School Council enjoyed attending the Town Council's Commonwealth Day flag raising celebration
- I attended an assembly this morning given by Year 5 pupils who spent the latter part of last week at Rock UK – a residential centre in Northamptonshire. This provides a brilliant experience of outward bound activities and an opportunity to mix socially with their peers
- On Thursday, the whole school will attend a special Easter Service at St Mary's Church and on Friday, Year 4 parents and grandparents have been invited to an additional Easter Service where the pupils will play a role in the proceedings. The congregation of St Mary's Church have also been invited
- The school breaks up on Friday afternoon

As Community Governor for Roecroft Lower School, Councillor Mrs Bundock gave the following report:

- At a recent meeting of the Governing Body, we had our usual update on the school development plan, various areas of the curriculum and achievement of pupils, and a report from the Finance Committee
- We heard from the lead teacher for more able and gifted and talented pupils, how the school works to ensure that all children are given the opportunity to achieve the best possible results
- A Health and Safety Audit will take place shortly by a professional company to ensure all our procedures are up to date
- The school has recently enjoyed a Viking Day, World Book Day and Comic Relief. Some of the clubs for the children include Gymnastics, Karate, Art, Choir, Cookery, Lego and Disney Drawing
- This afternoon I enjoyed a Spring Concert for Easter

85/19 REPORT, COPIES OF MINUTES AND RECOMMENDATIONS FROM THE TOWN PLAN IMPLEMENTATION GROUP

As Chairman of the Town Plan Implementation Group, Councillor Mrs Clarey gave the following report:

- You have received the minutes of the meeting held on 5th March. These were not available for the Town Council meeting on 6th March, and whilst I summarised some of the content of our meeting, you have now been given the more detailed account
- You will have noted that agenda item 4 - playing field adjacent to the former Roecroft Lower School, now the Academy of Central Bedfordshire, was discussed on 6th March

(59/19). The future of the town Plan Implementation Group was raised at the Town Enhancement meeting on 13th March (12/19)

- The Stotfold Good Neighbour Group have been given the opportunity to spend a number of Saturday mornings in the Co-op store in order to bring to the attention of shoppers with a co-op card, a way in which our group can be supported. After 2 hours I felt that we had made headway with residents. If there is anyone here with a co-op card who would like to support our group (or one of the other two charities), I have an instruction sheet on how to go about it
- Lastly, you have a copy of the draft minutes of the Green Wheel Stakeholders group. Although these will be discussed at the Recreation Grounds, Public Lands & Lighting Committee meeting next week, we thought that the Town Council would appreciate a heads-up on the organisation for the Green Wheel launch on 19th May
- The date of the next Implementation Group meeting is Tuesday 14th May at 2pm in the Greenacre Centre

86/19 UPDATE ON PROGRESS OF THE ARLESEY ROAD PROJECT & RELOCATION OF FOOTBALL CLUB

The Chairman advised that the build was currently ahead of schedule and is going well. The Clerk advised that she had recently attended a pitch inspection with our Grass Cutting Contractor and a member of the Institute of Groundsmen working for Beds FA. The findings of the inspection were that we will need to carry out additional work to that already programmed by the Grass Cutting Contractor, such as provision of at least 120 tonnes of loam, plus possible irrigation if we have another hot summer. This will be discussed at the next Recreation Grounds, Public Lands & Lighting Committee meeting.

87/19 MONTHLY ACCOUNTS

- i) Members considered the Expenditure Report giving details of payments to be authorised at this April 2019 meeting and the income received during March 2019 in the Income Report.

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

- ii) Members reviewed the Committee Budget Report and bank balances as at month end March 2019.

RESOLVED that the Committee Budget Report and bank balances as at end March 2019 be noted.

88/19 PLANNING COMMITTEE

13th March 2019

Councillor Cooper asked Members of the Planning Committee to receive the minutes of the meeting held on Wednesday 13th March 2019 and confirm as a correct record. The minutes were confirmed as a correct record.

There were no recommendations from the Committee. The minutes were noted by Council.

27th March 2019

Councillor Cooper asked Members of the Planning Committee to receive the minutes of the meeting held on Wednesday 27th March 2019 and confirm as a correct record. The minutes were confirmed as a correct record.

There were no recommendations from the Committee. The minutes were noted by Council.

89/19 RECREATION GROUNDS, PUBLIC LANDS & LIGHTING COMMITTEE

Councillor Mrs Cooper asked Members of the Recreation Grounds, Public Lands & Lighting Committee to receive the minutes of the meeting held on Wednesday 13th March 2019 and confirm as a correct record. The minutes were confirmed as a correct record, with the following amendment:

Attendees – add name of Councillor Mrs Hyde

There were no recommendations from the Committee. The minutes were noted by Council, as amended.

90/19 TOWN ENHANCEMENT COMMITTEE

Councillor Cooper asked Members of the Town Enhancement Committee to receive the minutes of the meeting held on Wednesday 13th March 2019 and confirm as a correct record. The minutes were confirmed as a correct record.

Council considered recommendations from minute 11/19:

That the title of this committee is changed to 'Town Strategy Committee', as this more appropriately covers the tasks of the committee – looking at the forward planning for the town, the Town Council and the community.

Minute 13/19:

That this Council's Mission Statement to support our Vision Statement is as follows: 'Enhancing the community of Stotfold will be achieved by effective use of our assets and managing council Tax received from our residents in the most appropriate way. The Council will give our staff clear objectives and decisions to implement actions that maintain and improve our assets to the benefit of Stotfold'.

Minute 14/19:

That this committee's earmarked reserves title is changed to Town Strategy - projects.

The three recommendations were **RESOLVED** and the amended minutes were noted.

91/19 ESTABLISHMENT COMMITTEE

Councillor Cooper asked Members of the Establishment Committee to receive the minutes of the meeting held on Wednesday 20th March 2019 and confirm as a correct record. The minutes were confirmed as a correct record.

There were no recommendations from the Committee. The minutes were noted by Council.

92/19 BUILDINGS MANAGEMENT COMMITTEE

Councillor Hayes asked Members of the Buildings Management Committee to receive the minutes of the meeting held on Wednesday 20th March 2019 and confirm as a correct record. The minutes were confirmed as a correct record.

There were no recommendations from the Committee. The minutes were noted by Council.

93/19 CEMETERY MANAGEMENT COMMITTEE

Councillor Mrs Hyde asked Members of the Cemetery Management Committee to receive the minutes of the meeting held on Wednesday 27th March 2019 and confirm as a correct record. The minutes were confirmed as a correct record.

There were no recommendations from the Committee. The minutes were noted by Council.

94/19 QUESTIONS FROM ELECTORS ON ITEMS ARISING FROM THE MEETING

There were none.

95/19 ITEMS FOR INFORMATION PURPOSES ONLY

A Member advised that a significant amount of debris is collecting under the Pix Brook and Hitchin Road bridges.

He also referred to the pedestrian crossing on High Street, and concerns about pedestrian safety as a resident has reported that they have nearly been hit 4 times. This matter will be referred to the Recreation Grounds, Public Lands & Lighting Committee to consider ways that safety of those crossing the road in this area can be improved.

Members were advised that as at this point in the meeting, candidates for Town and Parish Council elections have not yet been announced, however for the Stotfold & Langford Central Beds Council Ward, there are 8 candidates.

There being no further business, the meeting closed at 8.30pm

CHAIRMAN

DATED