

**MINUTES OF A MEETING OF STOTFOLD TOWN COUNCIL HELD ON WEDNESDAY 5<sup>th</sup> JUNE 2019 AT 7.00PM IN THE COUNCIL CHAMBER, GREENACRE CENTRE, STOTFOLD**

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Councillors present: A Cooper (Chairman)

Mrs S Bundock	Mrs A Clarey
S Dhaliwal	Mrs M Cooper
S Hayes	Mrs J Hyde
H Pickering	G Russell
B Saunders (& CBC Cllr)	

Also present: Nicola Harris, Central Bedfordshire Councillor and the Assistant Clerk – Ms Caroline Jenkins

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**134/19 MAYOR'S ANNOUNCEMENTS & CIVIC ATTENDANCE**

12th May – Houghton Regis – Afternoon Tea on the Bowls Green – Declined  
14<sup>th</sup> May – Girl Guiding AGM – Attended  
15<sup>th</sup> May – Houghton Regis – Town Council and inaugural reception – Declined  
17<sup>th</sup> May – The Big Tidy Up Etonbury School – Attended  
18<sup>th</sup> May – The Big Tidy Up Stotfold – Attended  
19<sup>th</sup> May 2019 – The Etonbury green Wheel launch - Attended  
19<sup>th</sup> May – Lord-Lieutenant's Annual service of Thanksgiving and re-dedication for voluntary organisations – Declined

**Mayors Civic Attendances June 2019**

1<sup>st</sup> June – ABS The Soldiers Charity – Howbury Hill – Deputy Mayor to attend  
12<sup>th</sup> June – WI talk – Accepted  
20<sup>th</sup> June – Filming at Stotfold FC – Accepted

**135/19 DISCLOSURE OF MEMBERS INTERESTS ON MATTERS CONTAINED IN THE AGENDA**

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.

**136/19 APOLOGIES FOR ABSENCE**

Apologies were received from Councillors C Phelps, B Collier, D Matthews, J Talbot and Central Bedfordshire Councillor S Dixon.

**137/19 ORAL QUESTIONS FROM ELECTORS**

There were none.

**138/19 TO NOTE AND SIGN AS A CORRECT RECORD – MINUTES OF THE ANNUAL MEETING OF THE COUNCIL HELD ON WEDNESDAY 15<sup>TH</sup> MAY 2019**

Minute 131/19 to be amended to state X2 storage units for science class resources (project to gain Primary Science Quality Mark.

**RESOLVED** that the minutes of the Statutory Council meeting held on Wednesday 15<sup>th</sup> May 2019 be taken as read with the amendment and confirmed and signed as a correct record.

**139/19 CLERK'S REPORT & MATTERS ARISING FOR INFORMATION**

Nothing to report.

**140/19 CORRESPONDENCE RECEIVED**

Nothing to report.

**141/19 POLICING AND COMMUNITY SAFETY IN BEDFORDSHIRE**

At this point Councillor G Russell joined the meeting.

Members were asked to consider whether they wish to fund (or partly fund) a PCSO for Stotfold as per a request from the Police & Crime Commissioner (PCC) for funding from Town and Parish Councils.

Members discussed the reply from the PCC office that stated that if the Town Council decided to fund a dedicated PCSO, they would be fixed to your area to police. Members asked again for a definition to 'area'. They were concerned that funding a PCSO for Stotfold could see them being called away from the area as soon as extra staffing was needed in places such as Luton, Dunstable and Shefford. Clarification was needed on exact hours that the PCSO would work per week. Members also discussed whether adjacent Parish Councils such as Fairfield, Arlesey and Henlow would consider sharing the costs.

It was also noted that other Parish and Town Councils had also discussed the funding of a PCSO in their areas and rejected the request. Members felt that the request for payment for a dedicated PCSO meant if you could pay for the service, you would be better protected by the Police.

Members also expressed that in the past, there has always been a police presence in Stotfold, the Town Council provided the officers with a room to meet with residents and discuss local issues. Some members felt that the funding amount should be considered.

Members also pointed out that the amount required had not been budgeted for and to pluck this amount out from the Town Council funds, especially with other projects ongoing at the present time, would be difficult. It was felt that this should be discussed later in the year when the estimates are being prepared and this can be factored into the yearly precept amount.

It was agreed to defer this item to the next meeting. In the meantime, clarification would be sought from the PCC office as to the hours per week that the PCSO would be present in Stotfold, the definition of 'Stotfold area' and exactly what Stotfold would gain if the funding was to be considered.

**142/19 BANK SIGNATORIES**

Members were asked to confirm the following as bank signatories/administration rights to the Council's Unity Trust and Barclays bank accounts:

<b>Role</b>	<b>Name</b>	<b>Mandate</b>
Town Clerk & RFO	Kate Elliott-Turner	Administration rights and signatory
Assistant Clerk	Caroline Jenkins	Signatory only
Finance Assistant	Qun Zhe (Jo) Wang	Administration rights only
Councillor	Alan Cooper	Signatory only
Councillor	Brian Collier	Signatory only
Councillor	Brian Saunders	Signatory only
Councillor	Jane Hyde	Signatory only
Councillor	Steve Hayes	Signatory

- Council approves expenditure as per monthly expenditure list, plus regular payments throughout the year. In order to make those payments, a mandate is set up with both banks to sign/authorise the transaction – this may be by way of signing a cheque or carrying out online authorisation to make BACS payments.
- The list includes the addition of Councillor Hayes, to increase the number of Councillors who may be called upon to authorise/sign for expenditure.
- The signing mandate is one Clerk plus two Councillors. Priority Clerk signature is the Town Clerk, with Assistant Clerk signing in their absence. Any two Councillors may sign as requested by the Clerk.
- The Town Clerk & RFO and Finance Assistant administer the bank accounts, and so have administration rights.

**RESOLVED** that the above officers and councillors are confirmed as bank signatories/administration rights to the Council's Unity Trust and Barclays bank accounts.

#### **143/19 2018/2019 ANNUAL AUDIT REPORT**

A copy of the Internal Auditor's report on the internal audit carried out on year-end figures 2018/2019, together with the Annual Internal Audit Report of the 2018/2019 Annual Governance & Accountability Return Part 3 was previously circulated to Members.

**RESOLVED** that the Internal Auditor's report and the Annual Internal Audit Report of the 2018/2019 Annual Governance & Accountability Return Part 3 are noted.

#### **144/19 2018/2019 ANNUAL GOVERNANCE STATEMENT (SECTION 1)**

Members were asked to confirm and approve the statements on the Annual Governance Statement (section 1) of the 2018/2019 Annual Governance & Accountability Return Part 3. The Clerk, being Responsible Financial Officer, and Chairman are to sign once approved by Council.

**RESOLVED** that the statements on the Annual Governance Statement (section 1) of the 2018/2019 Annual Governance & Accountability Return Part 3 are approved.

#### **145/19 2018/2019 ACCOUNTING STATEMENT (SECTION 2)**

Members were asked to confirm and approve the Accounting Statements (section 2) of the 2018/2019 Annual Governance & Accountability Return Part 3. The Clerk, being Responsible Financial Officer, and Chairman are to sign once approved by Council.

**RESOLVED** that the Accounting Statements (section 2) of the 2018/2019 Annual Governance & Accountability Return Part 3 are approved.

**146/19 TO RECEIVE A REPORT FROM A CENTRAL BEDFORDSHIRE COUNCILLOR ON MATTERS PERTAINING TO STOTFOLD**

Central Beds Councillor B Saunders gave the following report:

The new roles for Central Bedfordshire Members had now been confirmed:

Councillor Nicola Harris has a role as part of the Licencing Committee and is also a substitute member on the Audit Committee.

Councillor Steve Dixon is now Executive Members for Transformation and External Relations. He is also part of the General Purposes Committee and substitute member on the Appeals Panel.

Councillor Saunders has now been elected Chairman of Central Bedfordshire Council. He is also part of the Corporate Resources Committee and the Appeals Panel.

Congratulations were expressed to Clare Kilby who had received the Lifetime Achievement Award at this year's Cheering Volunteering Awards. A letter of congratulations will be sent from the Town Council.

The surface of Hitchin Road in Stotfold is to be patched, week commencing 17<sup>th</sup> June 2019, between the hours of 10pm – 6am. This will be the end nearest the A507 and will also include new white lining which will be carried out in accordance to new regulations. Members asked whether signage on metal poles can be erected to display "get in lane" notices, especially on the road from Fairfield as there had been a number of minor accidents recently.

Councillor Nicola Harris also confirmed that a new technique for road repairs had been trialled on the A6 and A505 and will now be used across the county. This involves recycling the existing road surfaces, making patchwork quicker, causing minimum disruption to traffic and saving costs.

The Town Council have recently objected on a number of points to the plans for the new Pix Brook Academy. It was noted by members present that a site meeting between planners, agents, Highways officers and members of the Town Council is to be set to discuss objections.

The Chairman and Members of the Council congratulated Councillor Saunders on his recent election as Chairman of Central Bedfordshire Council.

**147/19 TO RECEIVE A REPORT FROM MEMBER AND NOMINATED REPRESENTATIVES ON OUTSIDE BODIES**

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

I have reported to the Standards Committee on the work carried out to gain the Primary Science Quality Mark. The submission will be made at the end of this month and we are

currently assembling the final pieces of evidence. On Friday, I will be visiting every classroom to look for signs of the impact of the science leadership. I am hoping to see some of the work carried out on a very exciting Science Day which concentrated on the planets and was guided by Flight Lieutenant Andrew Stacey from RAF Henlow. There will be a book scrutiny on Monday.

It is difficult to single out specific events happening in the school. Since my last report in April – in brief.

- Year 2 experienced a Medieval Encampment.
- Year 3 became Romans for a day and have visited Hazard Alley – a centre in Milton Keynes designed to teach children to keep safe in and out of the home.
- Year 4 performed in a production of Jungle Book with song and dance routines repeated at the Mill Stream Fair. The year group also made a visit to the Milton Keynes theatre to see Tom Gates.
- There has also been a Maths Challenge, Cricket Festival and the traditional Parents v School Fun Run.
- The school's input into the Community Art project is evidenced on the display boards in the entrance hall here at the Greenacre Centre with mosaics to be completed during festival week.
- School clubs continue to flourish and SATs are done and dusted, lessons taught as normal.

#### **148/19 TO RECEIVE A 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:

- Our next scheduled meeting is next week, Tuesday 11<sup>th</sup> June 2019 at the Greenacre Centre, 2pm.
- We will be electing a Chairman and Vice Chairman as is usual at this time of year and looking at ways in which the group might run in the future.
- Two updates from May – the Stotfold Good Neighbour Group AGM minutes, the back page is the BRCC quarterly Figures which give a breakdown of the 2297 jobs completed in the year 2018-19.
- Lastly the Green Wheel launch was held on a day with perfect weather and many Town Councillors helped to swell the numbers taking part in the walks. The numbers supporting this event were really good.

#### **149/19 ARLESEY ROAD PROJECT & RELOCATION OF FOOTBALL CLUB**

A recent emergency meeting was held to allow the Arlesey Road Working Party the power to progress the remedial works needed to enable the handover of the project later in the year. The irrigation system needed for the pitch is now in place and ready for use.

The roof to the new clubhouse is now on and kerb stones are being laid around the new car park area. There are to be aerial photographs taken by drone to show residents the progress made.

An electrical sub station needs to be installed to enable more power to the site. National Power Networks have as yet given no indication as to when this will be completed. Members were concerned that this may hold up the project handover date.

The final lease for the site has also yet to be drawn up and handed to us from the Legal Department at Central Bedfordshire Council. The Chairman expressed that any help by our Central Bedfordshire Councillors in progressing this along to involve minimum delay in the project would be appreciated.

#### **150/19 MONTHLY ACCOUNTS**

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

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

#### **151/19 PLANNING COMMITTEE**

*22<sup>nd</sup> May 2019*

Councillor Cooper asked Members of the Planning Committee to receive the minutes of the meeting held on Wednesday 22<sup>nd</sup> May 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.

#### **152/19 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 22<sup>nd</sup> May 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.

Councillor Mrs Cooper asked Members of the Recreation Grounds, Public Lands & Lighting Committee to receive the minutes of the Extraordinary meeting held on Wednesday 29<sup>th</sup> May 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.

#### **153/19 BUILDINGS MANAGEMENT COMMITTEE**

Councillor Hayes asked Members of the Buildings Management Committee to receive the minutes of the meeting held on Wednesday 29<sup>th</sup> May 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.

**144/18 QUESTIONS FROM ELECTORS ON ITEMS ARISING FROM THE MEETING**

There were none.

**145/18 ITEMS FOR INFORMATION PURPOSES ONLY**

There were none.

There being no further business, the meeting was closed at 8.12pm

**CHAIRMAN**

**DATED**