

MINUTES OF A MEETING OF STOTFOLD TOWN COUNCIL HELD ON WEDNESDAY 4th MARCH 2020 AT 7.00PM IN THE COUNCIL CHAMBER, GREENACRE CENTRE, STOTFOLD

Members present: A Cooper (Mayor)

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

Also present: Central Beds Councillor Ms N Harris, 1 member of the public and the Town Clerk – Mrs K Elliott-Turner

39/20 MAYOR'S ANNOUNCEMENTS & CIVIC ATTENDANCE

February 2020

7th February – Leighton Linlade Charity Quiz Night – Declined
8th February – Houghton Regis Bingo Afternoon – Declined
9th February – Stotfold Civic Service – Attended
23rd February – Leighton Linlade Civic Service – Attended
25th February – Houghton Regis Pancake Race – Declined
28th February – North Herts District Council Civic Dinner and Award Ceremony – Attended
29th February – Chairman of Central Bedfordshire Charity Concert – Cancelled
29th February – Houghton Regis Town Council Leap Year Coffee Morning – Declined

March 2020

13th March – Leighton Linlade Councillor Bowater's Bingo Night – Declined
15th March – Chairman's Civic Service – Accepted
20th March – Baycroft Care Home VIP launch – Accepted
20th March – Houghton Regis Town Mayor's St Patricks Quiz – Declined
22nd March – Mayor of Sandy's Civic Service – Accepted
29th March – Mayor of Biggleswade Civic Service – TBC

40/20 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.

41/20 APOLOGIES FOR ABSENCE

Councillors D Matthews and G Russell will arrive late. Central Beds Councillor S Dixon also submitted his apologies for absence.

42/20 ORAL QUESTIONS FROM ELECTORS

Not at this point.

43/20 TO NOTE AND SIGN AS A CORRECT RECORD – MINUTES OF A MEETING OF THE COUNCIL HELD ON WEDNESDAY 5TH FEBRUARY 2020

RESOLVED that the minutes of the Council meeting held on Wednesday 5th February 2020 be taken as read and confirmed and signed as a correct record, amended as follows:

Minute 30/20 should now read 'As Community Governor for Etonbury Academy, Councillor Phelps ...'

44/20 CLERK'S REPORT AND MATTERS ARISING FOR INFORMATION

Clerk's Report

Police Surgeries

Our Local Community Policing Team are holding a double surgery on Saturday 25th April 2020 – Common Road Allotments between 1pm and 2pm and Riverside Playing Field between 2pm and 3pm.

Coronavirus draft plan

With the current Coronavirus pandemic and the changing urgency, the Clerk is working on a draft plan. Draft points were read to members, highlighting steps to be taken as the situation worsens. This includes closing the reception window whilst dealing with members of the public face to face, moving on to closing the office to public visitors altogether, but retaining telephone and email contact, to working from home. Steps also included to close hireable facilities at the appropriate time. Members were agreeable to the Clerk using her delegated authority, as contained in Standing Orders and Financial Regulations to take decisions or incur expenditure, in consultation with the chairman/vice-chairman of the Council, or committee chairman, to take action that will not admit of delay, on health and safety grounds, to protect council property, and to ensure continuation of delivery of council services. A final copy of the plan will be circulated to members in due course.

45/20 CORRESPONDENCE RECEIVED FOR INFORMATION

Nothing to report.

46/20 DRAFT RESIDENTS HANDBOOK

Members considered a draft of the Residents Handbook. The finalised handbook will be circulated to new residents, made available for existing residents, and published on the Town Council's website. Note, two sections are still to be finalised – map of the town, and opening words from the Mayor.

Requested amendments and suggested alterations were put forward. The draft document will be revised and brought back for consideration at a future meeting.

47/20 DRAFT 1 YEAR ACTION PLAN – APRIL 2020 TO MARCH 2021

Members considered the draft 1 Year Action Plan for period April 2020 to March 2021 and noted the review of the previous Action Plan period. An action point is to be added – training on use of defibrillators – for councillors, staff and the public.

RESOLVED that the 1 Year Action Plan for period April 2020 to March 2021, as updated, is approved.

48/20 ANNUAL TOWN COUNCIL DINNER

Members considered venues and dates for the 2020 Annual Town Council Dinner.

RESOLVED that the 2020 Annual Town Council Dinner will be held at The Chequers, Stotfold on Friday 24th April 2020.

Costs for the Town Council dinner are met by individual Councillors and not from Town Council funds.

49/20 NEIGHBOURHOOD DEVELOPMENT PLAN

The Clerk gave a presentation on Neighbourhood Plans, the purpose and process. Members considered whether this Council wishes to work with the community on production of a Neighbourhood Development Plan for Stotfold, resources required and formation of a Steering Group.

RESOLVED that Stotfold Town Council will work with the community on production of a Neighbourhood Development Plan for Stotfold.

50/20 REPORT FROM A CENTRAL BEDFORDSHIRE COUNCILLOR ON MATTERS PERTAINING TO STOTFOLD

Ward Member B Saunders gave the following report:

- The Boundary Review is out for consultation
- The results of the Stotfold/Shefford cluster schools consultation is to be discussed next Tuesday
- With regard to adoption of roads in the Greenacre development, Ward Members are pushing for this to be completed this summer
- Elections for the new Police & Crime Commissioner are scheduled for 7th May 2020
- Nominations for the Cheering for Volunteering Awards are still open
- Councillor Saunders' Chairman of Central Bedfordshire Council Civic Service is being held next Sunday at St Mary's Church, Stotfold

Ward Member Ms N Harris gave the following report:

- The Ward Councillor grant scheme is still running up to the end of March, with £38,000 being processed at the moment. It has been confirmed that Ward Councillor grants of £2,000 cannot be carried out to the next financial year.
- The consultation on CCTV in taxis ends on 10th March 2020
- Changes on how to charge for adult social care consultation is now open

51/20 REPORTS FROM MEMBER AND NOMINATED REPRESENTATIVES ON OUTSIDE BODIES

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

- The key event in the last month was the full inspection by Ofsted. The report is expected to be available this week
- The Key Stage 2 classes are participating in World Book Day on Thursday, by dressing as favourite book characters, and by taking part in a Readathon and a book swap
- Year 5 are making a residential visit to Conover Hall from 17th to 21st March
- Mock GCSE exams for core subjects are taking place
- Year 11 childcare students are making visits to a local nursery this month
- There is a spring term programme of over 50 extra curricular activities and clubs going on

- I chaired a Governors Finance Committee meeting last week, which included a wide ranging discussion about the financial implications of admission trends and likely school reorganisation

52/20 REPORT, MINUTES AND RECOMMENDATIONS FROM THE TOWN PLAN IMPLEMENTATION GROUP

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

- The Town Plan Implementation Group met yesterday (Tuesday 3rd March) at the Greenacre Centre. Minutes of that meeting will be available next month
- Amongst other things we looked at the groups Terms of Reference linking into our role within the Town Strategic Plan. We also discussed the future of the group particularly if a Neighbourhood Plan goes ahead
- Reports came from the Good Neighbour Group, the PPG, Green Wheel and Education representatives
- We are working on a page which could be included in Stotfold News which will help residents to clarify which council, us or Central Bedfordshire Council, should be contacted for issues that might occur
- Our next meeting is scheduled for 9th June 2020, 1.20pm at the Greenacre Centre

Standing Orders require a maximum meeting length of two hours, unless resolved to extend for a further 15 minutes to complete outstanding matters. As the two hour limit was approaching, members **RESOLVED** to extend the meeting to complete outstanding agenda items, to finish no later than 9.15pm.

53/20 MONTHLY ACCOUNTS

- i) Members considered the Expenditure Report giving details of payments to be authorised at this March 2020 meeting and the income received during February 2020 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 February 2020.

RESOLVED that the Committee Budget Report and bank balances as at end February 2020 be noted.

54/20 ARLESEY ROAD PROJECT & RELOCATION OF FOOTBALL CLUB

A final meeting of the Project Delivery Committee is still to be held, however final figures on expenditure incurred are being awaited from the developers.

55/20 PLANNING COMMITTEE

Councillor Cooper asked members of the Planning Committee to receive the minutes of the meeting held on Wednesday 12th February 2020 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.

56/20 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 12th February 2020 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.

57/20 QUESTIONS FROM ELECTORS ON ITEMS ARISING FROM THE MEETING

There were none.

58/20 ITEMS FOR INFORMATION PURPOSES ONLY

Members were advised that a resident wished the following to be brought to the attention of council – there is apparent riverbank erosion at the Mill, allegedly caused when raising Mill pond levels to enable milling to take place.

Members were reminded of two forthcoming events:

- Commonwealth Day takes place on Monday 9th March, with a flag raising ceremony at 10am outside The Greenacre Centre
- The Annual Town Meeting is being held on Thursday 5th March 2020, 7.30pm at the Greenacre Centre

There being no further business, the meeting closed at 9.02pm

CHAIRMAN

DATED