

MINUTES OF THE ANNUAL MEETING OF STOTFOLD TOWN COUNCIL HELD ON WEDNESDAY 15TH MAY 2019 AT 7.00PM IN THE COUNCIL CHAMBER, GREENACRE CENTRE, STOTFOLD

Members present:

Mrs S Bundock	Mrs A Clarey
B Collier	A Cooper
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 S Dixon and the Town Clerk – Mrs K Elliott-Turner

96/19 ELECTION OF CHAIRMAN

Nominations were requested for the position of Chairman of Stotfold Town Council, who will also take the role of Mayor of Stotfold.

Councillors Collier and Cooper were proposed and seconded. A paper ballot vote took place, and it was:

RESOLVED that the Chairman of Stotfold Town Council is Councillor Alan Cooper.

97/19 DECLARATION OF ACCEPTANCE OF OFFICE

Councillor Cooper signed the Declaration of Acceptance of Office for the role of Chairman of Stotfold Town Council.

98/19 ELECTION OF VICE-CHAIRMAN

Nominations were requested for the position of Vice-Chairman of Stotfold Town Council, who will also take the role of Deputy Mayor of Stotfold.

Councillor Collier was proposed and seconded.

There being no further nominations, a vote took place and it was:

RESOLVED that the Vice-Chairman of Stotfold Town Council is Councillor Brian Collier.

99/19 APOLOGIES FOR ABSENCE

There were none, as all Members were present.

100/19 COUNCILLOR DECLARATIONS OF ACCEPTANCE OF OFFICE

Legislation provides that “Newly-elected Councillors must sign a Declaration of Acceptance of Office before or at the first meeting of the Council after the election. If they do not do so, they are not a Councillor, and have created a vacancy. If they have not signed, the Council must resolve that they can sign before or at a later meeting to prevent them from ceasing to be a Councillor”. It was confirmed by the Clerk that all Members had signed their Declarations of Acceptance of Office prior to the meeting.

101/19 DISCLOSURE OF MEMBERS INTERESTS ON MATTERS CONTAINED IN THE AGENDA

Councillors Hayes and Saunders declared an interest in the agenda item to consider a grant application from Stotfold Guides as Councillor Saunders is Chairman of the Mossman Centre Committee and his wife is Treasurer of the Mossman Centre and Brownie Leader. Councillor Hayes’ wife is President of Stotfold

Guides. 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.

102/19 CO-OPTION OF A COUNCILLOR

Notice is hereby given that by reason of insufficient seats filled at the May 2019 election, there is now a Councillor vacancy for Stotfold Town Council. The vacancy has been advertised, with a closing date of Monday 24th June. Applications will be considered at the July Council meeting.

103/19 ADOPTION OF STANDING ORDERS AND FINANCIAL REGULATIONS

Members were previously provided with a copy of the Council's Standing Orders and Financial Regulations. Both documents had been reviewed in March of this year.

RESOLVED that the Council's Standing Orders and Financial Regulations are adopted as reviewed in March.

104/19 GENERAL POWER OF COMPETENCE

In order to be eligible to use the General Power of Competence, Council must reaffirm that it meets the conditions prescribed by the Secretary of State (Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012):

- The Council is to resolve at each relevant annual meeting that it meets the following conditions
- At the time of resolution, two thirds of Members of the Council must have been declared to be elected
- The Clerk to the Council is qualified i.e. holds CiLCA, the foundation degree in Community Engagement & Governance, or its successor qualifications
- The Clerk to the Council has completed relevant training in the exercise of general power

RESOLVED that this Council confirms that two thirds of its Membership were declared to be elected, and the Clerk is qualified and has completed relevant training, therefore Stotfold Town Council is eligible to use the General Power of Competence.

105/19 COMMITTEES AND SUB-COMMITTEES

RESOLVED that this Council shall have the following Standing Committees:

- Recreation Grounds, Public Lands & Lighting
- Cemetery Management
- Buildings Management
- Planning Management
- Town Strategy
- Establishment

And working parties/sub-committees:

- Town Plan Implementation Group (working party)
- Etonbury Green Wheel (working party)
- Stotfold Christmas lights

And that the terms of reference for each Standing Committee are adopted, to be reviewed in the coming months.

106/19 FORMATION OF COMMITTEE MEMBERSHIP & ELECTION OF CHAIRMAN AND VICE-CHAIRMAN

RESOLVED that the number of members on each Committee/Sub-Committee/Working Party are as follows:

- Recreation Grounds, Public Lands & Lighting - up to 10 members
- Cemetery Management - up to 8 members

- Buildings Management - up to 8 members – increased to 9 this year due to popularity of membership
- Planning - up to 10 members
- Town Strategy - up to 8 members
- Establishment - between 7 and 9 members
- Etonbury Green Wheel – shall have 3 members from the Recreation Grounds, Public Lands & Lighting Committee (substitutes permitted), plus public and other stakeholders
- Town Plan Implementation Group (sub-committee of Town Strategy) shall have up to 12 members, at least 2 of which must be members of the Town Strategy Committee
- Stotfold Christmas Lights – at least 2 members of the Council, plus public

FURTHER RESOLVED that Committee Membership is formed as follows, with Chairman and Vice-Chairman elected as indicated:

Recreation Grounds, Public Lands & Lighting (10)

Councillors Mrs Bundock, Mrs Clarey, Collier, Cooper, Mrs Cooper, Hayes, Mrs Hyde, Phelps, Russell, Talbot

Committee Chairman: Councillor Mrs Cooper

Committee Vice-Chairman: Councillor Hayes

Cemetery Management (7)

Councillors Collier, Cooper, Mrs Cooper, Dhaliwal, Mrs Hyde, Pickering, Saunders

Committee Chairman: Councillor Collier

Committee Vice-Chairman: Councillor Mrs Hyde

Buildings Management (9)

Councillors Mrs Bundock, Mrs Clarey, Collier, Cooper, Mrs Cooper, Dhaliwal, Hayes, Matthews, Talbot

Committee Chairman: Councillor Hayes

Committee Vice-Chairman: Councillor Matthews

Planning (8)

Councillors Collier, Cooper, Mrs Cooper, Dhaliwal, Hayes, Matthews, Phelps, Russell

Committee Chairman: Councillor Cooper

Committee Vice-Chairman: Councillor Collier

Town Strategy (8)

Councillors Mrs Bundock, Mrs Clarey, Collier, Cooper, Mrs Cooper, Dhaliwal, Hayes, Phelps

Committee Chairman: Councillor Collier

Committee Vice-Chairman: Councillor Mrs Clarey

Establishment (7)

Councillors Mrs Bundock, Collier, Cooper, Mrs Cooper, Hayes, Mrs Hyde, Saunders
(The Chairmen of Standing Committees, Chairman of Town Council, Vice-Chairman of Town Council, plus three co-opted Town Council Members)

Committee Chairman: Councillor Cooper

Committee Vice-Chairman: Councillor Collier

Etonbury Green Wheel

Councillors Mrs Clarey, Collier, Phelps

Town Plan Implementation Group
Councillors Mrs Bundock, Mrs Clarey, Cooper, Phelps, Talbot

Christmas Lights Committee
Councillors Cooper, Pickering

107/19 MEETINGS SCHEDULE

RESOLVED that the meetings schedule listing dates for ordinary Council and Committee meetings for the period May 2019 to April 2020 is approved.

Members were reminded that this schedule is subject to amendment in cases of a meeting being inquorate, no items for agenda, or other unforeseen circumstances.

108/19 APPOINTMENT OF MEMBER OR NOMINATED REPRESENTATIVES ON OUTSIDE BODIES

RESOLVED that Members are nominated or confirmed as representatives (where role continues) on the following outside bodies:

Community Governor for St Mary's Academy
Councillor Mrs Clarey

Community Governor for Roecroft Lower School
Councillor Mrs Bundock

Community Governor for Etonbury Academy
Councillor Phelps

Stotfold Football Club Committee
Councillors Cooper and Dhaliwal (Councillor Matthews is substitute)

Mossman Management Committee
Councillor Saunders

Stotfold Bowls Club Committee
Councillor Mrs Cooper

Stotfold Scouts Committee
Councillor Talbot

Stotfold Chamber of Trade
Councillor Collier

Town Council Trustees of Eleemosynary Charity of William Field
Councillors Hayes and Pickering will continue to be the Town Council's representatives on the Eleemosynary Charity of William Field (Councillor Mrs Hyde is the Chairman of the Charity, in her capacity as Church Warden)

Bedfordshire Association of Town & Parish Councils (BATPC)
Councillors Cooper and Talbot

Members questioned whether the new Pix Brook Academy might wish the Council to put forward someone as a Community Governor. The Clerk will make enquiries and will report back.

109/19 APPOINTMENT OF MEMBER REPRESENTATIVES TO SERVE THE COUNCIL

RESOLVED that Members are nominated or confirmed as representatives to serve the Town Council as follows:

Tree Warden

Councillor Mrs Cooper

Highways Representative

Councillor Mrs Bundock

Bedfordshire Police (Priority Setting Meetings)

Councillors Russell and Talbot

110/19 AUTHORISE REGULAR/ANNUAL PAYMENTS

Members considered the list of payments which arise on a regular basis as the result of a continuing contract, statutory duty or obligation – to include subscriptions and memberships.

RESOLVED that all regular/annual payments as detailed on the list below are paid.

Operating costs	
Landscape Contract	64,433
Handyman Contract	37,810
Street Lighting Contract – quarterly inspections (work not included)	1,760
Central Beds Council – Brook Street Car Park Non-Domestic Rates	1,020
Central Beds Council – Brook Street Toilets Non-Domestic Rates	461
Central Beds Council – Memorial Hall Non-Domestic Rates	4,608
Central Beds Council – Part Simpson Centre Non-Domestic Rates	5,280
Central Beds Council – Part Simpson Centre Non-Domestic Rates	2,468
Central Beds Council – Cemetery Non-Domestic Rates	3,444
ROSPA – annual play inspection	425
Bugs N Things – allotment pest control	505
Bugs N Things – cemetery pest control	462
Danfo – servicing Brook Street Toilets	1,200
PHS Sanitary bin charge – Greenacre Centre & Memorial Hall	1,693
PRS – music licence – Greenacre Centre & Memorial Hall	1,200
River Ivel Drainage Board – riparian costs	8
Cawleys – bin/skip hire – Greenacre Centre, Memorial Hall & Cemetery	5,086
Chubb – fire alarm/extinguisher service Memorial Hall & Simpson Centre	502
Watercoolers Direct – x2 watercoolers Greenacre Centre	272
Legacy Cleaning – contract cleaning Greenacre Centre	10,716
TJ Fire – fire extinguisher service Greenacre Centre	120
Amthal – intruder alarm service & monitoring Simpson Centre	400
ACE Security – intruder alarm maintenance, monitoring and CCTV – Greenacre Centre	726
Wadys – fire alarm maintenance – Greenacre Centre	420
Reactive Doors – Greenacre Centre powered door contract	215
Administration costs	
Stotfold News – advertising	2,994
Pitney Bowes – franking machine rental	144
British Telecom – internet phone and line rental	2,501

RBS – Cemetery package support	285
RBS – Booking package support	285
RBS - Omega financial package support	648
RBS – Allotments package support	165
RBS – annual financial year shutdown	560
Vision ICT – website hosting	360
Zurich – insurance policy	6,675
ICO – data protection register	35
PWLB – loan repayments	10,818
Assign IT –hardware support, office 365, networking & off-site storage	4,816
Copycare – photocopier maintenance	1108
Sage 50 Payroll – payroll software	276
Staff salaries x11 (gross)	126,920
Employers NI contributions	9,000
Pensions contributions	27,336
Subscriptions	
CPRE (Campaign to Protect Rural England)	36
Woodland Trust	36
The Wildlife Trust	36
Open Spaces	45
National Society of Allotment & Leisure Gardeners	55
BABUS (Bedford Area Bus Users Society)	12
ICCM (Institute of Cemeteries & Crematorium Management)	90
BATPC (Bedfordshire Association of Town & Parish Councils)	1,652
SLCC (Society of Local Council Clerks) membership x2	602

Note: (18/19 figures given where no new financial year figure is available)

111/19 INTERNAL AUDITOR

Members were asked to confirm that Mrs Julie Betts continues in the role as the Town Council’s Internal Auditor for 2019-2020. The Clerk has undertaken checks to ensure that Mrs Betts is competent and suitable to carry out the role. Mrs Betts’ fee is £250 for half-year audits.

RESOLVED that Mrs Julie Betts is appointed as the Internal Auditor for 2019-2020.

112/19 COUNCIL POLICIES

Members were asked to review Council’s policy documents listed below, however due to the large number of documents, it was agreed that they would be referred to the Establishment Committee to carry out a review and make recommendation, as appropriate, to Council.

Council Code of Conduct	Equal Opportunities Policy
Complaints Procedure	Health, Safety & Welfare Policy
Freedom of Information Policy	Press Policy
Social Media Policy (for Councillors)	Training Policy
Reserves Strategy	Guidelines for broadcasting at meetings
Risk Management Strategy	Community Engagement
Protocol on bullying & harassment	Grievance procedure
Disciplinary procedure	Protocol on member/officer relations
Credit Control & Bad Debt Policy	Privacy Notice
Subject Access Request Procedure	Privacy – Consent Form
Document Retention Policy	Information & Data Protection Policy
Information Security Policy	Data Breach Policy
Information Security Asset Inventory	

113/19 ASSET REGISTER

Members were previously provided with a copy of the Council's Asset Register. This document had been reviewed in March of this year.

RESOLVED that the Council's Asset Register is adopted, as reviewed in March.

114/19 INSURANCE COVER

Members were previously provided with a copy of the Council's insurance cover review, which had been reviewed in March of this year.

RESOLVED that the Council's insurance cover in respect of all insurable risks, is adequate, following the review in March.

115/19 COUNCILLOR ATTENDANCE RECORD

Members were provided with a copy of the Councillor attendance record for the 2018/2019 civic year for information.

116/19 MAYOR'S ANNOUNCEMENTS & CIVIC ATTENDANCE

The Mayor read the following announcement:

"Firstly, hello again to our old hands on the Town council and a warm welcome to our new Councillor Glen Russell.

Congratulations to Councillors Brian Saunders and Steve Dixon on their success in the recent Central Bedfordshire Council elections and also to our new representative Councillor Nicola Harris.

Many thanks to all staff and Councillors involved in organising or attending the recent Stotfold Mill weekend, especially Councillor Mrs Clarey for preparing the display boards for both Town Council and Green Wheel announcements. Attendance by the public was fairly brisk with a great deal of interest shown in both the 'Stotfold Walks' map-packs and the 'Green Wheel' concept. Reminders of the official opening times and venues for the Green Wheel launch this Sunday 19th are on the table for your information. We hope this will be well attended to recognise the hard work that has gone into progressing it to this stage."

Mayors Civic Attendances April 2019

3rd April – Roecroft Lower School Spring has sprung – Attended

6th April – North Herts District Council Multicultural Celebration – Attended

7th April – Houghton Regis Civic Service – Attended

10th April – Mayor of Leighton – Linslade Charity Event – Declined

26th April – Mayor of Leighton – Linslade Bingo Night – Declined

28th April – Councillor Fiona Chapman – Garden party – Attended

Mayors Civic Attendances May 2019

12th May – Houghton Regis – Afternoon Tea on the Bowls Green – Declined

14th May – Girl Guiding AGM – To be advised

15th May – Houghton Regis – Town Council and inaugural reception – Declined

19th May – Lord-Lieutenant's Annual service of Thanksgiving and re-dedication for voluntary organisations – Accepted

117/19 CLERK'S REPORT AND MATTERS ARISING FOR INFORMATION

Members were advised that the Assistant Clerk has passed her CiLCA qualification – Certificate in Local Council Administration. Her salary will receive an increment, as per her contract. Members passed on their congratulations.

The Clerk advised of a recent incident which occurred on Town Council owned land recently, and which she wished to bring to Council's attention, for information only at this stage.

"On Friday 3rd May, during the visit of Deans Funfair to The Green, a young resident using one of the fair rides was involved in an incident which caused her injury resulting in an hospital visit.

The family contacted Councillor Collier the following day, who immediately contacted me as Clerk, and the family also reported the matter to Central Beds Council, the Police and the Health and Safety Executive. Councillor Collier and I then visited The Green and the Funfair the same day. I confirmed to Councillor Collier that the Council has required copies of insurance for the fair, which includes individual rides, together with declaration of operational compliance for each ride.

I have spoken with our insurers, who have advised that as this matter is now being dealt with by the Health and Safety Executive, we should not engage in any further correspondence or discussions with the family and should await any contact from the Executive."

118/19 CORRESPONDENCE RECEIVED FOR INFORMATION

A copy of the May edition of the Bedfordshire Bugle was previously was circulated to Members. The article regarding Fields in Trust which looks to protect green spaces is to be referred to a future meeting of the Town Strategy Committee. The article regarding new councillor induction training gives three dates and locations, one of these will be booked for our new Council Member.

119/19 ORAL QUESTIONS FROM ELECTORS

There were none present.

120/19 TO NOTE AND SIGN AS A CORRECT RECORD – MINUTES OF THE COUNCIL MEETING HELD ON WEDNESDAY 3RD APRIL 2019

RESOLVED that the minutes of the Council meeting held on Wednesday 3rd April 2019 be taken as read and confirmed and signed as a correct record.

121/19 TO NOTE THE MINUTES OF THE ANNUAL TOWN MEETING HELD ON THURSDAY 7TH MARCH 2019

RESOLVED that the minutes of the Annual Town Meeting held on Thursday 7th March 2019 are noted.

122/19 GRANT CONSIDERATION

As per Establishment Committee minutes (meeting 24th April 2019), there was no quorum for consideration of the item – grant application from Stotfold Girl Guiding. Members considered the request for a grant of £1,300 to purchase promotional items such as gazebo and sails personalised to girl guiding. Copies of the application and supporting papers were previously circulated.

Councillors Hayes and Saunders left the room during consideration and voting on this item.

RESOLVED that the grant application from Stotfold Girl Guiding for £1,300 to purchase promotional items such as gazebo and sails is approved. Funds from Establishment Committee – Grants budget.

123/19 REPORT FROM A CENTRAL BEDFORDSHIRE COUNCILLOR ON MATTERS PERTAINING TO STOTFOLD

Ward Councillor Saunders gave the following report:

- At the recent Central Beds Council elections, he, Councillors Steve Dixon and Nicola Harris were elected for the Stotfold and Langford ward.
- The Central Beds Council AGM will be held tomorrow where the Chairman of Council and roles of Members will be determined.

- The May 2019 Town and Parish Council Conference has been postponed.
- The year 2020 marks the 75th anniversary of VE day and communities are invited to take part in commemorative celebrations. The Clerk advised that this will be included on a future agenda for Members to consider

A Member asked for an update on the Pix Brook flood control situation, and as we were promised the document last year, and again early this year, and have still not received a copy of the full document, even in draft format, an FOI request for the document will be forwarded to Central Beds Council's Flood team. This Council has not been consulted at all on proposals.

124/19 REPORT FROM MEMBER AND NOMINATED REPRESENTATIVES ON OUTSIDE BODIES

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

- I attended a training session on Understanding Performance Data this week
- Key Stage 2 SATs are taking place this week, supported by Governors and Rotarians
- Year 11 students are taking GCSE exams throughout the next few weeks
- The Key Stage 3/4 prospectus for next year and beyond has been published
- After considerable consultation with pupils, a new mobile phone policy has been implemented
- Some new appointments, including some Senior Leadership posts, will be made this month
- A full Governors meeting takes place next Monday

As Bedfordshire Police Priority Setting Meeting representative, Councillor Talbot advised that he had meet our PCSOs this afternoon at their Police Surgery at the parade of shops. They did not have many visitors, and acknowledged that this was perhaps not the best position.

125/19 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:

- Our next scheduled meeting is 11th June
- A brief update from the Good Neighbour Group – AGM is tomorrow evening, at the Greenacre Centre, 7pm
- Flyers are provided on the table for Members, announcing the Green Wheel Launch this coming Sunday. I know that some Councillors are joining the walk from The Mill to the Fox & Duck. There has been a lot of interest shown. We will have a stand in the marquee at the Fox & Duck and the ribbon cutting is at 3pm.

With regard to the future of the Green Wheel Group, Chairman of the Etonbury Green Wheel Group, Councillor Collier advised that work is needed to finalise the cycling and bridleway route. In Astwick, they are looking to move an existing footpath, and it is likely that the new route will be fenced to avoid unauthorised access to adjacent fields. The Group will have fewer meetings, but will still continue for a little while longer.

126/19 UPDATE ON PROGRESS OF THE ARLESEY ROAD PROJECT & RELOCATION OF STOTFOLD FOOTBALL CLUB

Councillor Cooper advised that good progress is being on the build of the new stadium facility. There are still discussions on the fine detail of the building. The roof plate is now on the building and it won't be long before roof trusses will be lifted into place.

127/19 MONTHLY ACCOUNTS

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

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

With regard to the bank balances, the Clerk advised following receipt of the first half year Precept figure, we now hold large sums in the current account. Some of this will be transferred to one of the higher interest accounts to get maximum benefit from any interest income.

128/19 PLANNING COMMITTEE

10th April 2019

Councillor Cooper asked Members of the Planning Committee to receive the minutes of the meeting held on Wednesday 10th April 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.

24th April 2019

Councillor Cooper asked Members of the Planning Committee to receive the minutes of the meeting held on Wednesday 24th April 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.

129/19 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 10th April 2019 and confirm as a correct record. The minutes were confirmed as a correct record, with the following amendment:
Minute 35/19 – delete ‘s’ from the word accidents.

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

130/19 TOWN STRATEGY COMMITTEE

Councillor Collier asked Members of the Town Strategy Committee to receive the minutes of the meeting held on Wednesday 24th April 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.

131/19 ESTABLISHMENT COMMITTEE

Councillor Collier asked Members of the Establishment Committee to receive the minutes of the meeting held on Wednesday 24th April 2019 and confirm as a correct record. The minutes were confirmed as a correct record.

Members considered the following recommendations from minute 20/19:

That the following grants are approved:

Organisation	Purpose of Grant	Amount Awarded
Autism Bedfordshire	Social activity and support group for autistic children – materials and equipment purchases for Bedfordshire session	£300

St Mary's Church of England Academy	X2 storage units for science class resources (project to gain Primary Science Quality Mark)	£696.90
Stotfold & District Children's Centre	Training costs to provide Children and Young Person's Adverse Childhood Experiences Recovery Toolkit	£1,500

That the grant applications from Howard Cottage Tenants Association and Blue Sky Young People's Community Interest Company are not awarded, for the reasons noted above. <see *Establishment Committee minutes*>

The recommendation was **RESOLVED** and the minutes were noted.

132/19 QUESTIONS FROM ELECTORS ON ITEMS ARISING FROM THE MEETING

There were none.

133/19 ITEMS FOR INFORMATION PURPOSES ONLY

Members were reminded that this year's first Big Tidy Up takes place on Saturday 18th May, between 10am and 12pm, starting at The Greenacre Centre.

Councillor Phelps advised that he had visited our local schools with the public artist for an exercise to produce designs for the public art to the rear of the Greenacre Centre. These designs will be displayed at the Greenacre Centre week. On 23rd June, a mosaic making day will be held at The Greenacre Centre to turn the designs into mosaics for the public art pieces.

Members were advised that the recent Planning Webinar attended by staff and Members was very informative, and an important point was made about the need for Town and Parish Councils to get in at an early stage to influence developers over our wishes for their proposed developments, and not to wait until an application is received – it will be too late by then.

The planning application for the Pix Brook Academy is now on the Central Beds Council website CB/19/01384. Initial concerns have been identified regarding the access to the school, and that the Town Council hasn't received the required notice for the tenanted land included in the proposals.

Members were invited to enter teams into the Festival Week Quiz taking place on Monday 17th June. Funds raised will go to the Good Neighbour Group.

There being no further business, the meeting closed at 8.22pm

CHAIRMAN

DATED