



**MINUTES OF THE MEETING OF TOWN COUNCIL MEETING HELD IN THE COUNCIL CHAMBER, GREENACRE CENTRE, VALERIAN WAY, STOTOFOLD, SG5 4HG ON MONDAY 10 MARCH 2025 AT 19:00**

**Present:** Cllr Steve Buck (Mayor), Cllr Steve Hayes (Deputy Mayor), Cllr Mary Cooper, Cllr Satinderjit Dhaliwal, Cllr Jos Headington, Cllr Jane Hyde, Cllr Lisa Miller, Cllr Brian Saunders, Cllr Bryony Woods (arrived 19:59).

**Also Present:** 1 member of the public

**In attendance:** E. Payne - Town Clerk

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**378/25 APOLOGIES FOR ABSENCE**

Apologies were received from Councillors Anderson, Bendell, Talbot, Venneear, and Woods. Councillor Matthews was noted as absent. Councillor Woods arrived at 19:59.

**DECISION:** It was **RESOLVED** to receive apologies.

**380/25 PUBLIC SECTION**

*Standing Orders were suspended whilst the Public Section was opened.*

**381/25 MEMBERS ON OTHER AUTHORITIES**

Councillor Woodfine presented a report on CBC priorities, including an update on the budget, CBC planning meeting regarding land at Arlesey Road, Etonbury/Pix Brook schools bus meeting, highways matters regarding yellow lines on Tansey Avenue and Norton Road, ward councillor grants, and CBC open consultations. Councillor Woodfine was thanked for her briefing.

**382/25 BEDFORDSHIRE POLICE**

PCSO Tasha Healey was not available to attend the meeting.

*Standing Orders were reinstated*

**383/25 COUNCIL MINUTES**

The minutes of the meeting held on 29 January 2025 were approved as a true record. Additionally, the minutes of the Council meeting held on 4 December 2024 were re-adopted following a correction. The correction involved the Public Realm Committee's minutes from the meeting on 13 November 2024, which had incorrectly stated the adoption of the Exhumation Policy and the Beekeeping Policy. These Policies had already been adopted by the Full Council on 6 November 2024.

**DECISION** It was **RESOLVED** to adopt the minutes of the meeting held on 29 January 2025 as a true record of the meeting.



**DECISION** It was **RESOLVED** to re-adopt the minutes of the Council meeting of 4 December 2024 with the relevant updates.

**384/25 MAYOR'S ANNOUNCEMENTS AND CIVIC ATTENDANCE**

The Mayor's civic attendance report was received.

**DECISION** It was **RESOLVED** to note the report.

**385/25 CLERK'S REPORT, CORRESPONDENCE RECEIVED & MATTERS ARISING FROM PREVIOUS COUNCIL MINUTES, FOR INFORMATION**

The Clerk confirmed that they had written to CBC regarding the parking issues and concerns raised by Councillors.

**386/25 COMMITTEE MINUTES**

**386.1/25 Community Engagement Committee - 15 January 2025**

Members received the minutes of the Community Engagement Committee meeting held on 15 January 2025. There were no recommendations.

**DECISION** It was **RESOLVED** to note the minutes.

**386.2/25 Governance & Resources - 22 January 2025**

Members received the minutes of the Governance & Resources Committee meeting held on 22 January 2025. The following recommendations were adopted:

- Sexual Harassment Policy and Risk Assessment
- Information and Data Protection Policy
- Privacy Notice
- Publication Scheme
- Subject Access Request Procedure

**DECISION:** It was **RESOLVED** to note the minutes.

**DECISION:** It was **RESOLVED** to adopt the Sexual Harassment Policy and Risk Assessment.

**DECISION:** It was **RESOLVED** to adopt the following Freedom of Information policies: Information and Data Protection Policy, Privacy Notice, Publication Scheme, and Subject Access Request.

**386.3/25 Public Realm Committee – 5 February 2025**

Members received the minutes of the Public Realm Committee meeting held on 5 February 2025. There were no recommendations.

**DECISION:** It was **RESOLVED** to note the minutes.



**386.4/25 Governance & Resources Committee – 12 February 2025**

Members received the minutes of the Extra Governance & Resources Committee meeting held on 12 February 2025. Members sought clarification regarding the Procurement Policy. This included some rewording of the application form to be added to the preferred suppliers list and that preference would be given to Stotfold based contractors.

- DECISION:** It was **RESOLVED** to note the minutes.
- DECISION:** It was **RESOLVED** to adopt the Standing Orders.
- DECISION:** It was **RESOLVED** to adopt the Procurement Policy.
- DECISION:** It was **RESOLVED** to adopt the Lone Working Policy.

- ACTION:** Town Clerk to update the Procurement Policy with suggested amendments.
- ACTION:** Town Clerk to update website with adopted policies.

**387/25 FINANCE & RISK MANAGEMENT**

The expenditure for January 2025 was resolved to be approved. The income received during January 2025 was noted, along with the year-to-date income and expenditure report. The Earmarked Reserves as of 31 January 2025 were also noted. There were no significant questions or objections raised regarding these financial matters.

- DECISION:** It was **RESOLVED** to approve the expenditure for January 2025.
- DECISION:** It was **RESOLVED** to note the income received during January 2025.
- DECISION:** It was **RESOLVED** to note the year-to-date income and expenditure report.
- DECISION:** It was **RESOLVED** to note the Earmarked Reserves as of 31 January 2025.

**388/25 REPORTS**

**388.1/25 Cemetery Toilet Consultation**

Members received a report with options for the cemetery toilet project. Various options were debated, including demolition and rebuilding with new materials or retaining the existing building with repairs. The consensus leaned towards demolishing and rebuilding using new materials as closely as possible to the original. A consultation period of four weeks was agreed upon to gather public opinion.

- DECISION:** It was **RESOLVED** to consult with residents on the options contained within the report for a 4-week period with the results of the consultation to be considered at the Full Council meeting in May 2025.

- ACTION:** Town Clerk to organise Cemetery toilet consultation

**388.2/25 Simpson Centre**

Members received a report on a potential consultation document for the Simpson Centre. The discussion focused on seeking planning permission to increase the site's value and potential uses, such as accommodation for those over 55. The consultation will include options and be launched at the annual town meeting.



**DECISION:** It was **RESOLVED** to consult with residents on the options contained within the report.

**ACTION:** Town Clerk to organise Simpson Centre consultation for launch at the Annual Town Meeting on 30 April 2025.

**388.3/25 Deed of Surrender - Stotfold Library**

Members were asked to approve the signing of the Deed of Surrender for Stotfold Library. The Deed included amendments to release CBC from any liability for repairing and decorating covenants even if these breaches occurred prior to the surrender. Additionally, CBC inserted a clause requiring STC to refund any rents paid past the surrender date.

**DECISION:** It was **RESOLVED** that the Mayor and Vice Mayor will sign the Deed of Surrender terminating the lease between STC and CBC for Stotfold Library.

**ACTION:** Town Clerk to send Deed of Surrender to solicitors

**388.4/25 Work Programme**

Members received the work programme for Full Council. No additional items or questions were raised.

**DECISION:** It was **RESOLVED** to note the report.

**389/25 MEMBERS' ITEMS FOR INFORMATION PURPOSES ONLY**

There were no items for information purposes only.

**390/25 DATE OF NEXT MEETING**  
Wednesday, 9 April 2025.

**391/25 CONFIDENTIAL ITEMS**

In accordance with section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960, and as extended by Schedule 12A of the Local Government Act 1972, the public, including the press, were excluded from the meeting because of the confidential nature of the following business to be transacted.

**391.1/25 Greenacre Cafe**

Members received a proposal from a potential tenant for the Greenacre Café. There was only one proposal received from a total of 8 expressions of interest. The submission received had been well prepared but with nothing else to compare it against it was hard to decide.

**DECISION:** It was **RESOLVED** to defer the decision for a further 3-6 months.

**ACTION:** Town Clerk to write to the potential tenant and thank them for their submission.

***Cllr Miller declared an interest in this item as the potential tenant is a family member.***



**391.2/25 HR Investigation**

Members received a confidential report on an HR investigation undertaken on behalf of the Town Council. The findings of the investigation were that the actions had been lawful.

**DECISION: It was RESOLVED to note the report.**

**SIGNED BY CHAIR:** .....

**MINUTES APPROVED (date):** .....

DRAFT