



MINUTES OF THE MEETING OF TOWN COUNCIL HELD IN THE GREENACRE CENTRE, VALERIAN WAY, STOTFOLD SG5 4HG ON WEDNESDAY 4 MARCH 2026 AT 19:00

Present:

Cllr S Buck (Mayor until 20:28), Cllr J Smith (Deputy Mayor), Cllr L Anderson, Cllr J Bendell, Cllr M Cooper, Cllr S Dhaliwal, Cllr S Hayes, Cllr J Hyde, Cllr D Matthews, Cllr B Saunders, Cllr J Talbot, Cllr B Woods, Cllr N Venneear

Apologies:

Cllr L Miller

Also Present:

Cllr K Woodfine, CBC Ward Councillor
Cllr M Mason, CBC Ward Councillor
Cllr J Headington (virtual)
E Payne, Town Clerk

015/26 APOLOGIES FOR ABSENCE

Apologies were received from Cllrs Headington and Miller.

Decision: **It was RESOLVED to accept apologies.**

016/26 DISCLOSURES OF MEMBERS INTERESTS AND DISPENSATIONS

There were no disclosures of interest.

017/26 MEMBERS OF OTHER AUTHORITIES

Decision: **It was RESOLVED to take this item at this point in the meeting.**

Cllr Woodfine reported on the CBC budget, including the challenges faced due to significant funding shortfalls dictated by the government. She explained the implications of not passing the budget, which could lead to intervention from the government. It was important to pass the budget despite the difficult decisions required. Additionally, updates were given on glass recycling initiatives and the potential impact on local waste collection services. The discussion also covered the impact of pothole repairs and the challenges of coordinating emergency repairs with ongoing maintenance work.

017/26 PUBLIC SECTION

There were no members of the public present.

019/26 COUNCIL MINUTES

Members received the minutes of the meeting held on 28 January 2026. Cllr Woods reported that she had declined from voting on the membership of the



Overview and Scrutiny Committee, and the minutes would be updated for the next meeting.

Task: Update the minutes for adoption at the next meeting.

020/26 MAYOR'S ANNOUNCEMENTS AND CIVIC ATTENDANCE

There were no civic attendances to report.

021/26 CLERK'S REPORT

There was no Clerk's report.

022/26 COMMITTEE MINUTES

022.1/26 Simpson Centre Working Group - 18 February 2026

Members received the notes of the Simpson Centre Working Group meeting held on 18 February 2026 and resolved to adopt the Terms of Reference.

Decision: It was **RESOLVED** to:

- a) Note the minutes of the Simpson Centre Working Group held on 18 February 2026.
- b) Adopt the Terms of Reference for the Simpson Centre Working Group meeting held on 18 February 2026.

022.2/26 Simpson Centre Working Group - 24 February 2026

Members received the notes of the Simpson Centre Working Group meeting held on 24 February 2026 for information purposes.

Decision: It was **RESOLVED** to note the minutes of the Simpson Centre Working Group held on 24 February 2026.

022.3/26 Overview and Scrutiny Committee - 25 February 2026

Members received the minutes of the Overview and Scrutiny Committee meeting held on 25 February 2026 for information purposes. A question was raised question regarding car parking charges, which was clarified as not relevant to the council as they do not receive income from car parking.

Decision: It was **RESOLVED** to note the minutes of the Overview and Scrutiny Committee held on 25 February 2026.

023/26 REPORTS

023.1/26 Review of Standing Orders

Members reviewed and re-adopted the Standing Orders. There were some typographical errors that needed to be amended.

Decision: It was **RESOLVED** to re-adopt the Standing Orders with the necessary amendments.



023.2/26 Review of Financial Regulations

Members reviewed the Financial Regulations. A discussion ensued regarding the review of bank reconciliations and who is responsible for this task. It was clarified that the Governance and Resources Committee records these reviews, and the task is carried out by a member of that committee who is not a signatory. The maximum expenditure permitted on a single transaction using the town council credit card would be aligned with the scheme of delegation.

Decision: It was **RESOLVED** to re-adopt the Financial Regulations with the updated on the credit card limits in line with the scheme of delegation.

023.3/26 Street Light Tender 2026-2029

Members received an updated analysis of the Street Light Tender for 2026-2029. Councillor Matthews recommended contractor one for the first year, citing better budget control despite the higher initial cost. Various aspects of the tender were discussed, including the importance of key performance indicators (KPIs) and the financial strength of the contractors. It was agreed to opt for a three-year contract with a one-year break clause, ensuring KPIs are met in the first year.

Decision: It was **RESOLVED** to award the street light contract for 2026-29 to High Level Electrical Ltd for a three-year contract with a one-year break clause, ensuring that key performance indicators are met in the first year.

Task: Town Clerk to liaise with Contractor regarding Contract and KPIs.

023.4/26 Cemetery Toilets

Members received an update on the Cemetery Toilets project. Councillor Matthews expressed frustration with additional costs imposed by CBC. The feasibility of keeping the existing building versus constructing a new one was discussed. It was noted that the septic tank had been checked and was in good condition. Members agreed to apply for pre-application advice with the planning authority to move forward with the project. Members acknowledged the potential for increased costs and the need to justify the expenditure.

Decision: It was **RESOLVED** to

- a) Note the contents of the report; and
- b) Apply for pre-application advice with the planning authority for the Cemetery Toilets project
- c) Approve the extension of the temporary toilet hire pending delivery of a permanent facility.

Task: Apply for pre-application advice from CBC for the Cemetery Toilet Project
Task: Extend contract for temporary toilet hire.

023.5/26 Jubilee Meadow

Members discussed the long-term management and financial implications of taking on Jubilee Meadow. Councillor Smith expressed doubts about the adequacy of the £20,000 offered for management, suggesting it might not cover future costs. Councillor Cooper recommended walking away from the project until Taylor Wimpey fulfils their obligations to bring the site up to a reasonable



standard. There was agreement that the current state of the meadow, including issues with notifiable weeds, required attention from the developer. Members decided to push CBC to enforce the management plan and revisit the decision once the site is in a suitable condition. The consensus was to delay taking on Jubilee Meadow until the developer has addressed the outstanding issues, ensuring that future maintenance costs are manageable.

Decision: It was **RESOLVED** to delay taking on Jubilee Meadow until the developer has addressed the outstanding issues, ensuring that future maintenance costs are manageable.

Task: Town Clerk to liaise with CBC regarding planning enforcement
Task: Town Clerk to liaise with developer regarding adherence to the management plan.

024/26 FINANCE & RISK MANAGEMENT

024.1/26 Review of Risk Management Strategy and Risk Register

The council reviewed and re-adopted the Risk Management Strategy and Risk Register. There were questions about specific items in the register, including cemetery-related risks and the provision of bins.

Decision: It was **RESOLVED** to re-adopt the Risk Management Strategy and Risk Register.

024.2/26 Expenditure

Members approved the expenditure for December 2025. There was a brief discussion regarding the types of transactions made using the Council credit card, confirming that training courses and supplies are often purchased this way.

Decision: It was **RESOLVED** to approve the expenditure for December 2025.

024.3/26 Income Received

Members noted the income received for December 2025.

Decision: It was **RESOLVED** to note the income for December 2025.

024.4/26 Income and Expenditure and Earmarked Reserves Reports

Members reviewed and noted the year-to-date income and expenditure report and Earmarked Reserves.

Decision: It was **RESOLVED** to note reports.

025/26 REPORTS FROM MEMBERS ON OUTSIDE BODIES

Members provided updates on their activities with outside bodies. Councillor Talbot reported on the Good Neighbour Group, highlighting the upcoming presentation of the Queen's Award for Voluntary Service. Councillor Talbot and Venneear attended a Scouts trustee meeting, discussing fundraising efforts. Councillor Hyde shared her involvement with BRCC, noting the successful pruning of trees at the community orchard. Councillor Anderson announced her



decision to step down from her role at St. Mary's, requesting that another governor be appointed at the Annual Town Council Meeting in May.

Task: Add replacement governor for St Mary's to the agenda for the Annual Town Council meeting.

026/26 MEMBER'S ITEMS FOR INFORMATION PURPOSES ONLY

Cllr Buck announced his resignation from the Town Council and left the meeting at 20:28.

027/26 WORK PROGRAMME

Members were verbally advised on the work programme for April's meeting including Assertion 10 and the Asset Register.

028/26 DATE OF NEXT MEETING

Wednesday, 8 April 2026.

The meeting closed at 20:35.

SIGNED BY CHAIR:

MINUTES APPROVED (date):