Minutes of the meeting of the Full Council held on Friday 26th February 2021 using www.zoom.us

Present: Cllrs Paul Mackin (Chair), Ken Pollard, Richard Orman, Tony Dawson, Rene Madsen, Fred Wilson, Roger Fowler, Den Fensome, Elsa Tattersfield, June Wischhusen and Lisa Hayes.

Ward Cllr Anthony Brown and two members of the public

Town Clerk: F Fitch and C Quinlan (Business Admin Apprentice)

1. **Apologies:** received from Cllr Jez Perkins and Ward Cllr Mark Liddiard

2. **Declarations of interest:** none declared.

3. **Minutes**
   The minutes of the meeting of the Committee on 29th January 2021 were approved and signed digitally by the Chair. The Zoom recording of the meeting was agreed to be deleted.

4. **Matters arising**
   No matters arising.

5. **Public Question Time**
   Suzanne Bralant reported that the two drains outside her property in Clifton Road are not working, and whenever it rains, they fill up resulting in flooding of her driveway. Photographs of the area, showing the locations of the drains either side of her driveway entrance and evidence of the flooding, were shared with members. AB recommended that the resident makes a report on the 'Fix my Street' fault reporting system for this issue. FF offered the resident assistance in making this report.

6. **Central Bedfordshire Council**
   AB reported that the increase for the Council's budget for the financial year 2021/22 being put forward will be 4.95%, which includes a 3% increase for adult social care. This equates to a weekly increase for residents in Band 'D' of £1.48; this includes £0.90 for adult social care, and the remainder will ensure all of the mainline services are maintained.
   Although initially refused permission by Central Bedfordshire Council, planning application CB/19/04226 (units 3,5 and 7 Ivel Road, Shefford Bedfordshire, SG17 5JU) went to appeal and was allowed with conditions. It was stipulated by the Planning Inspector that the "1.5m footpath must be secure before any above ground building commences" and the approved appeal is "only valid if the development is built within the next three years".
   Green waste collection resumes again on the 1st of March 2021, with the new green wheelie bins being used in favour of the previous green refuse sacks.
   The pedestrian crossing poles on Ampthill Road are being replaced with lit poles the week commencing 8th March 2021. This follows the original plan for the crossing. The

date for the safety audit, to be carried out as part of the calming scheme, will be announced after the schools have returned for term. It is proposed to reprofile the speed humps, so they meet in the centre.
AB is awaiting a response from the Environment Agency regarding his concerns about the work carried out to the riverbank along footpath 3, and the loss of habitat.
FF reported that the work along the ditch line, from the bridge up to the end of Bellcote Meadow Millennium Green, was carried out by the Bedford Group of Drainage Boards.
A meeting has been scheduled for next week on the progress on the "Schools for the Future" scheme. Schools in Shefford and Stotfold were initially deemed by Officers to be the easiest to complete; however, schools in Stotfold and Henlow are moving forward but it is not evident that any progress has been made for schools in Shefford. The location for the new primary school is Shefford has been selected as Hitchin Road.

7. Crime

There were twenty-eight offences reported in February 2021 including ten instances of 'making off without payment', which is an increase from the January crime statistics, as they contained few instances of this crime. It is anticipated that the 'making off without payment' offences will reduce in March due to the restricted access to the Tesco Express garage as a result of the road closure from the A507 to Ivel Road. RF reported that of the remaining eighteen offences: there was one instance of criminal damage; ten instances of theft, robbery or burglary; and five instances of malicious communications, public fear, alarm, distress, or stalking.
RF also reported that the offence 'sending letters with intent to distress' has been reclassified as 'malicious communications', and the recently created (April 2020) category 'state or public order' was a reported crime this month.

8. Town Mayor's announcements

The report was distributed to Councillors and included: the improvements to Shefford House; an update on the Shefford Emergency Response, which is now made up of a team of twenty one volunteers, and the information video about flooding and the purpose of the flood plains; the issues around the newly installed pedestrian directional signpost; the site visit to Borehamwood and Potters Bar, to take a look at the interactive play equipment and a lawn cemetery; an update on the latest meeting with the Violence and Exploitation Reduction Unit (VERU) Project Team at Bedfordshire Police; and the impending end date, 7th May 2021, for the permission given by the Government to councils to hold virtual meetings, and the lobbying of Government Ministers to extend this permission.

9. Shefford Youth Involvement

The report was distributed to Councillors and included information about 'Open Awards', an Awarding Organisation approved by Ofqual an Access Validating Agency, and the Youth Involvement Team's desire to apply to be a registered Awards Centre. This would allow the Team to offer courses to the young

people in Shefford and the surrounding areas. The courses would cover 'Personal and Social Development' ; a key topic covered through the Team's mentoring support.
Other news reported included: the extension to the virtual group work delivery for the schools by the Team; the redesigning of the mentoring, and its delivery; and the upcoming Easter programme, which will include a Graffiti project the Hub, Bellcote Meadow.

It was resolved for the Youth Involvement Team to apply for the 'Shefford Town Council Department for Youth and Community' to be a registered Awards Centre.

10. Planning and Highways

A report on the committee meeting held on 3rd February 2021 was approved for publication on the website.

11. Services and Environment

A report on the committee meeting held on 10th February 2021 was approved for publication on the website, and the two recommendations were approved.

12. Finance and Strategy

A report on the committee meeting held on 17th February 2021 was approved for publication on the website, and the four recommendations were approved.

13. Town Clerk's report

The report was distributed to Councillors and included: the 'Feel the Love' hearts made by the children and teachers from Shefford Lower School and displayed around the town centre to celebrate Valentines Day; the closure of the Council's Barclays Bank account; thanks to AB for approving a Ward Councillor Grant for £250 to match fund twelve new compost bins to install at the allotments; the improvements and refurbishment of Shefford House; the winter works carried out in the town's parks and open spaces; the submission of this year's Community Green Flag Award application for Bellcote Meadow Millennium Green; and the proposed Council 'team building' event to mark CQ finishing her apprenticeship.

14. Accounts

The list of payments for February 2021 was circulated to Councillors and approved.

Meeting closed 17:45hrs

Minutes of the meeting of the Planning and Highways Committee held on 3rd March 2021 using www.zoom.us

Present: Cllrs Fred Wilson (Chair), Roger Fowler, Paul Mackin, Ken Pollard, Lisa Hayes, June Wischhusen, Richard Orman and Rene Madsen.

Town Clerk: F Fitch and C Quinlan (Business Admin Apprentice)

1. **Apologies:** none received

2. **Declarations of interest:** none declared

3. **Minutes**
   The minutes of the meeting of the Committee on 3rd February 2021 were agreed as a true record and signed digitally by the chair. The Zoom recording of the meeting was agreed to be deleted.

4. **Public Question Time:** no questions received

5. **Plans for consideration**

   CB/21/00318/FULL
   Land at rear 99 Hitchin Road, Shefford, SG17 5JB
   Proposal: Residential development of one detached house and pair of semi-detached starter homes.

   It was resolved to object to the application in concurrence with the already present objections raised by Central Bedfordshire Council Officers and other organisations. If Central Bedfordshire Council are minded to approve the proposed development of this area, Shefford Town Council would suggest either the detached property or the two semi-detached starter homes be built mutually exclusive to each other, to prevent over development of the site, together with the development satisfying all aforementioned objections.

   CB/21/00430/FULL
   30 Shepherds Place, Shefford, SG17 5BF
   Proposal: Addition of garage doors to front and rear of car port to form enclosed garage.

   It was resolved to support this application with the condition that the structure, which will create an integral garage, is ensured to be code-compliant with fire and building regulations.

   CB/21/00561/FULL
   33 Eisenhower Road, Shefford, SG17 5UP
   Proposal: Proposed single storey rear extension

It was resolved to support this application.

CB/21/00569/FULL
3 Kingfisher Road, Shefford, SG17 5YQ
Proposal: Loft conversion with side facing velux windows

It was resolved to support this application

6. CB/19/04226/FULL

The notification from Central Bedfordshire Council that the decision against the appeal by Monogram Technologies Ltd made for planning application CB/19/04226/FULL (site at units 3,5 and 7 Ivel Road, Shefford, SG17 5JU) was 'Allowed with Conditions', was received and noted.

7. Takeaway Street Food Traders

An initial enquiry into two takeaway street food traders, trading on the Market Square or nearby vicinity, was reviewed by the Committee.

It was resolved to approve for two takeaway food vans to trade on, or nearby the Market Square on a fortnightly basis for a trial period of three months, on the condition that the Town Council agree with the trading terms including the location, times, and the cleanliness of the area during and after trading.

8. Aerial Image of Shefford

A quotation to secure an aerial image of Shefford taken in 2020, and for two A0 copies on drywipe panels to be printed was reviewed by the Committee.

It was resolved to purchase the aerial image of Shefford captured in 2020 (for use in Shefford House only).

It was resolved for two A0 copies on drywipe panels to be ordered of the aerial image as detailed above.

Meeting closed 16:50hrs

Minutes of the meeting of the Services and Environment Committee held on 10th March 2021 using www.zoom.us

Present: Cllrs Paul Mackin (Chair), Ken Pollard, Richard Orman, Den Fensome, Elsa Tattersfield, June Wischhusen and Fred Wilson.
Town Clerk: F Fitch and C Quinlan (Business Admin Apprentice)

1. **Apologies:** received from Cllrs Tony Dawson, Rene Madsen, Jez Perkins and Roger Fowler.

2. **Declarations of interest:** none declared.

3. **Minutes**
   The minutes of the meeting of the committee on 10th February 2021 were agreed as a true record and signed digitally by the Chair. The Zoom recording of the meeting was agreed to be deleted.

4. **Public Question Time:** no questions received.

5. **Communications**
   It was reported that the advertising income collected by Character Press for the years 2019 and 2020 has been received.
   Following a meeting with TD/CQ/FF, the drop-down menus for the new website have been revised and they have been sent to the website host for their feedback.
   The live streaming of the Zoom February Full Council meeting on our Facebook page attracted what we believe to be Zoom 'bombers'. This appears to be a common occurrence with open public meetings that are promoted on social media; however, the secure Zoom account settings and the knowledge of this fad meant that CQ, who moderates the meeting, was able to prevent the suspected 'bombers' from joining and disrupting the meeting.
   It was reported that the followers to our Facebook page have increased to 662, with our posts reaching 6,729 people in the last 28 days.

6. **Parks and Open Spaces**
   The report on the parks and open spaces, including play areas, their inspections, and any repairs necessary, was distributed to members and reviewed, including: the pollarding of a crack willow whose branches are overhanging the Meads; the jet washing of the play equipment and safer surfacing at the St Michaels Close and Lucas Way play areas; and the supply of a kissing gate to replace the gate vandalised at the Ashdown Road entrance to the Bellcote Meadow Millennium Green.

   It was resolved for orders to be raised to DJ Granger Grounds Maintenance Ltd for the jet washing of the play equipment, bench, paths and safer surfacing at Lucas Way Play Area, and the jet washing of the multi-unit and its safer surfacing at St Michael's Close Play Area.

It was resolved for the Town Clerk to instruct Branching Out Tree and Garden Services to carry out pollarding tree works to a crack willow, to ensure all overhanging branches are cut back at the Old Station Way entrance to the Meads.

It was resolved for an order to be raised to McVeigh Parker for the supply and delivery of a large metal mobility 'Woodstock' kissing gate, with £500 of the cost financed from the Bellcote Meadow Millennium Green reserve funding pot. The installation costs, including fencing, will be funded from the 2021/22 revenue budget.

7. **Shefford House**
   The report on Shefford House was distributed to all committee members and reviewed.

8. **War Memorial**
   JP reported that the grant pre-application, together with the letter from the Shefford branch of the Royal British Legion requesting the Town Council to support their endeavours in restoring the War Memorial, has been submitted to the Memorials Trust to fund the specialist cleaning, repoint and re-enamelling of letters. Two quotations have now been received for the restoration works and a third is expected. It is proposed to employ a local artist to re-enamel the letters.
   PM reported that children from Shefford Lower School and Robert Bloomfield Academy who are descendants to the fallen soldiers noted on the War Memorial, will be personally invited to attend the proposed re-dedication of the memorial at this year's Armistice Day service.

Meeting closed 16:55hrs

Minutes of the meeting of the Finance & Strategy Committee held on 17th March 2021 using www.zoom.us

Present: Cllrs Richard Orman (Chair), Paul Mackin, Ken Pollard, Fred Wilson, Roger Fowler, Rene Madsen and June Wischhusen.

Town Clerk: F Fitch and C Quinlan (Business Admin Apprentice)

1. **Apologies:** received from Cllr Tony Dawson.

2. **Declarations of interest:** none declared.

3. **Minutes**
   The minutes of the meeting of the Committee on 17th February 2021 were agreed as a true record and signed digitally by the Chair. The Zoom recording of the meeting was agreed to be deleted.

4. **Public Question Time:** no questions received.

5. **Bank Reconciliations**
   The bank reconciliations for February 2021 were reviewed by TD prior to the meeting and approved. The petty cash was also counted by TD prior to the meeting and approved.

6. **Upgrade of CCTV**
   Central Bedfordshire Council's progress report on the proposed upgrade to the CCTV provision in the Town Centre was distributed to the Committee and reviewed, including the new CCTV control room, Cloud based evidence sharing capacity, image sharing with the Bedfordshire Police Call Handling Centre at Kempston, and the capital costs (new HD camera and wireless transmission system) and ongoing revenue costs, which will be funded by Shefford Town Council.

   Recommendation to be made to Full Council for the approval of the proposed upgraded CCTV provision for the Town Centre, with a formal commitment to be made to Central Bedfordshire Council by issuing of a purchase order.

7. **Hybrid Meetings**
   The options for enabling hybrid meetings, a mix of virtual and face-to-face meetings, to be held in the Council Chamber after 7th May 2021 were reviewed by the Committee, including the use of a business webcam connected to a stream deck.

   It was resolved to allocated £500 from the IT budget to fund the hardware and software needed to enable hybrid meetings to take place in the Council Chamber; however, it was agreed that more in-depth research needed to be undertaken by the Committee prior to any system purchase.

8. Interim Internal Audit Report

The interim internal audit report for the year ended 31 March 2021 was distributed to the Committee and reviewed, including the recommendations for implementation. It was reported that the recommendations, all based upon transparency, will be implemented as part of the process of building the new website, which is now well underway.

9. Shefford Lower School

It was reported that Shefford House and St Michael's All Saints Church are the assembly and collection points for Shefford Lower School as part of their long-distance evacuation plans.

Meeting closed 16:45hrs