Minutes of the meeting of the Full Council held on Friday 25th June 2021 in the Council Chamber at Shefford House, 15 High Street, Shefford, SG17 5DD or viewed using www.zoom.us

Present: Cllrs Ken Pollard (Chair), Rene Madsen, Tony Dawson, June Wischhusen and Roger French.

One member of the public.

Town Clerk: F Fitch and C Quinlan (Admin Assistant)

Viewing on Zoom: Cllrs Paul Mackin, Fred Wilson, Elsa Tattersfield and Den Fensome; Ward Cllrs Mark Liddiard and Anthony Brown.

1. **Apologies:** received from Cllrs Steve Nash, Jez Perkins and Lisa Hayes.

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

3. **Annual Governance and Accountability Return 2020/21 Section 1**
   Section 1 of the Annual Governance and Accountability Return 2020/21 was approved and signed by the Chair.

4. **Annual Governance and Accountability Return 2020/21 Section 2**
   Section 2 of the Annual Governance and Accountability Return 2020/21 was approved and signed by the Chair.

5. **Minutes**
   The minutes of the meeting of the Committee on 28th May 2021 were approved and signed by the Chair. The Zoom recording of the meeting was agreed to be deleted.

6. **Matters arising**
   No matters arising.

7. **Public Question Time**
   It was reported that a complaint has been received from a resident in Kingfisher Road regarding the extremely poor workmanship and reinstatement of the highways carriageway, footpaths, tactile crossings and grass verges carried out by the contractor working on behalf of RedRow in Churchill Way and Ivel Road including: tactile crossings sunk and dangerous for visually impaired pedestrians; kerb edging damaged, missing or out of alignment: no permit board displayed, therefore no contact details presented on the job; subsoil and brick dust used to reinstate grass instead of topsoil and grass seed; sunken roadway/footpaths; and general debris and rubbish left lying on the verges. AB reported that he had inspected the area on the 17th June 2021 and was due to meet with the contractor the following day; however, the contractor failed to attend the meeting. AB recorded the faults during his inspection and has emailed them to the Highways Enforcement Team. Some of the

faults were pre-existing. The Highways Maintenance Team will contact the contractor to arrange another joint site inspection.

It was reported that a complaint has been received from a resident in Ivel Road regarding the mess that is being left by the building contractors carrying out developments in Ivel Road, with mud, stones and soil left on the road by the contractor's lorries and vans. Also, the intolerable noise levels from workmen as early as seven o'clock in the morning shouting to each other and on mobile phones, and the dust that is generated from the development at 17A Ivel Road, covering the resident's property, and making the windows filthy. AB believed that all contractor vehicles were now parking on site. He was unaware that there was still an issue with contractors parking in Ivel Road and will highlight this issue, together with the mud and debris left on the road.
PM commented that Officers at Central Bedfordshire Council do not seem to have any control over contractors, as the issues highlighted by the resident in Ivel Road seemed to be the norm, whichever developer is building the development. ML advised that there is a mechanism for reporting construction traffic issues to Planning Enforcement via the Planning Portal on the Central Bedfordshire Council website. Once FF has emailed the full details of the complaint to ML, he will contact the Planning Enforcement Team, together with speaking directly to the landowner, Grand Union Housing Group, to tackle the issues.

8. Central Bedfordshire Council

ML reported that the Boundary Commission, working on behalf of the Government, has published new Members of Parliament boundaries to level up the size of Members of Parliament's constituencies across the country. As a result of this, Shefford along with Henlow, Clifton and Lower Stondon now come under the Hitchin Member of Parliament Boundary.
Central Bedfordshire Council has awarded business grants to support businesses throughout the COVID pandemic, with the most recent grant scheme, the Additional Restrictions Grant, being awarded to eight hundred and forty three businesses in Central Bedfordshire Council totalling £4m.
Shefford Library is now open to the public.
There is a Highways England consultation in progress regarding the Highway Agency's changes proposed for the Black Cat roundabout on the A1M, and Caxton Gibbet.
Central Bedfordshire Council's Community Safety Team are running a free virtual Community safety event on the 29 June 2021 10:00 to 13:30hrs, with the aim of partnership working to reduce crime and increase community safety.
Sixty five businesses in Central Bedfordshire took up the opportunity to join the local tourism portal, Experience Bedfordshire.
ML reported that the Private Housing Sector Team have successfully negotiated with Grand Union Housing Group over the land ownership and responsibility for cutting back the overgrown trees that are impacting on some properties on the Southfields Estate.
The Noise Pollution Team have been continuing to monitor the impact of noise from 139 Clifton Road. The action taken against the operator of the site has been partially

met, resulting in the reduction of noise and impact on residents. Some of the Operator's business activities have been moved to a more suitable site in Central Bedfordshire.
AB reported that the Council have applied for the Government's levelling up fund to make changes to the Clophill roundabout.
The deadline for the consultation on making the temporary one way system along New Street, George Street and Bloomfield Drive permanent is 1 July 2021.
Speed traps have been put down in Hitchin Road due to numerous vehicles lighting up the speed monitor. The records will be publicised.

9. Crime

Since the figures last month were presented, a further five crimes were reported to the end of May 2021, bring the total offences to twenty six. There were twenty nine reported crimes for the first twenty four days of June including: four offences for assault; three offences for theft and robbery; nine offences for harassment and malicious communications, a significant increase from three offences last month; four offences for criminal damage; and seven offences for making off without payment, an increase from three offences last month. It was noted that the offence for 'other theft' in Iveldale Drive was the theft of three bottles of milk from a doorstep at 03:50hrs that morning, which was caught on two CCTV cameras and the footage was shared to the Police. It is expected that the final figures for June 2021 will be 25% higher than the statistics presented at the meeting.

10. Town Mayor's announcements

The report was distributed to Councillors and included: thanks to Members for his election to the role of Town Mayor, and a welcome to RM as Deputy Mayor; the signing of the Armed Forces Covenant on 26th June 2021 at 11am in the Market Square, with representatives from the Air Cadets in Henlow and the Royal British Legion, Shefford Branch; the 'Welcome Back to Shefford' event planned for the 10th July 2021; the improvements to the area along Church Walk and the revamping of the raised brick planter to allow authorised vehicular access, so the area can be used as an extension to the Market Square for events; the Council's sponsorship of a duck as part of the Duck Scavenger Event, which replaces the traditional duck racing event this year; the full re-opening of Shefford Library to the public, and its new manager; the zip wire at Bellcote Meadow Play Area being back in action with newly installed safer surfacing; and the visits from students from a Jewish School in North London to learn about the Jewish evacuees in Shefford in World War II.

11. Shefford Youth Involvement

The report on the activities for the Shefford Youth Involvement Team during June 2021 was distributed to Councillors and included: mentoring in schools and the community; well-being group work for year nine and ten students at the Samuel Whitbread Academy; transitional group work for year eight students moving up to year nine at the Robert Bloomfield Academy; 'next steps' group work for year eleven students; the 'Use Ya Feet, Get Off the Street' football project; the opening of the Shefford Youth Hub on Mondays, Wednesdays and Thursdays; 'Boxing Saves Lives' is working with students at the Samuel Whitbread Academy; group fitness sessions

are being delivered at the Samuel Whitbread Academy after school hours; the summer programme 'Elevate' is about to be launched, ready for the start of the summer holiday, delivering six weeks of activities for children and young people aged eight to seventeen plus.

12. Planning and Highways

A report on the committee meeting held on 2nd June 2021 was approved for publication on the website, including the resolutions made by the Delegated Powers as follows: -

It was resolved to object to planning application CB/21/01772/FULL (1 Cornish Close, Shefford, SG17 5JT) on the grounds that the pitched roof for the two-storey extension over the garage on the proposed elevation drawing is incorrect; it does not match the pitching on the proposed floor plan.

It was resolved to support planning application CB/21/01999/FULL (21 George Street, Shefford, SG17 5BS).

It was resolved to support planning application CB/21/01585/FULL (128 Ampthill Road, Shefford, SG17 5BH); however, it is made with the comment that the vehicular access to the triple garage may be awkward.

It was resolved to object to planning application CB/21/01998/FULL (17 Hitchin Road, Shefford, SG17 5JA) on the grounds of overdevelopment, and the removal of the garage and all onsite parking provision.

It was resolved to support planning application CB/21/01950/FULL (5 Iveldale Drive, Shefford, SG17 5AD).

It was resolved to object to planning application CB/21/01490/FULL (7 Oakwood Road, Shefford, SG17 5JZ) on the grounds it compromises a Council-maintained grass verge; the property does already have an adequate garage at the rear.

It was resolved to support planning application CB/21/02017/FULL (Land at rear of 99 Hitchin Road, Shefford, SG17 5JB) with the following comments: the requirements of the Fire and Rescue Service should be complied with; it must be recognised that the dwelling will be located in close proximity to an existing mechanical workshop and large vehicle movement area, which will generate noise; and there should not be any further properties built on the site.

It was resolved to object to planning application CB/21/02201/FULL (6 Queen Elizabeth Close, Shefford, SG17 5LE) on the grounds of the removal of the access to the garage plus one parking space.

It was resolved to support planning application CB/21/02194/VOC (Land off Harrow Way, Shefford).

13. Services and Environment

A report on the committee meeting held on 9th June 2021 was approved for publication on the website, including the resolutions made by the Delegated Powers as follows: -

It was resolved for the Council to match fund the manufacture and installation of a set of bespoke street workout pull up bars and safer surfacing from Incite Fitness; they will be installed in Bellcote Meadow Millennium Green. This project will be match funded by a Ward Councillor grant and Section 106 monies.

It was resolved that the proposed planting of an orchard of dwarf stock fruit trees, at the Tippetts Drive entrance to Bellcote Meadow Millennium Green, be named the 'Jubilee Orchard' to mark the Queen's platinum jubilee.

It was resolved to give permission for vehicular access through Waterside to the property, 8 Powells Road, in order for a contractor to move the main water supply. The property owner has given assurances they will make good any ground damage.

It was resolved for the Town Clerk to raise an order to Branching Out Tree and Garden Services to fell and stump grind out the trees in the raised brick planter outside Morrisons Supermarket in Shefford, as part of revamping of the area.

It was resolved for the Youth Involvement Team to proceed with the arrangements for a graffiti project to spray paint a mural on the brickwork of the raised brick planter outside the Morrisons Supermarket in Shefford, as part of the revamping of the area.

It was resolved to produce a draft masterplan for a ten-year tree planting programme, based on planting five or more trees per year in the town's green spaces and grass verges.

14. Finance and Strategy

A report on the committee meeting held on 16th June 2021 was approved for publication on the website, including the resolution made by the Delegated Powers as follows: -

It was resolved that the Town Mayor signs the Armed Forces Covenant on Saturday 26 June 2021 at 11:00hrs in the Market Square.

15. Town Clerk's report

The report was distributed to Councillors and included: the plans for the 'Welcome Back to Shefford' event to be held on 10th July 2021; CQ's work setting up arrangements for the new Town Mayor, and her attendance at a Community Safety Session on Rough Sleeping and on 'An Introduction to VAT' training session; a welcome to the new manager at Shefford Library; the production of a programme of tree planting in the town, working in partnership with Central Bedfordshire Council; the good efforts of 2 Elms to keep on top of the grass cutting in the town; the receipt

of the final Internal Audit Report for the year ended 31 March 2021, and the production of the Financial Statements and Annual Governance and Accountability Return for the same period; the start of the project to revamp the raised brick planter outside Morrisons; the date for installation of this year's hanging baskets display; the finalisation of the design for the refurbishment of the toddler play area at Bellcote Meadow Millennium Green, to include in the submission of an application for a Community Asset Grant from Central Bedfordshire Council; and the visits this month from year eleven students from a Jewish School in North London to learn about the Jewish evacuees in Shefford during World War II.

16. Accounts

The list of payments for the period 1st to 23rd June 2021 was circulated to Councillors and approved. The list of payments for the full month of June will be circulated to Councillors at the end of the month.

Meeting closed 17:30hrs

Minutes of the meeting of the Planning and Highways Committee held on 7th July 2021 using www.zoom.us

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

Town Clerk: C Quinlan (Admin Assistant)

1. **Apologies:** none received

2. **Declarations of interest:** PM declared an interest in planning application CB/21/02941/VOC for consideration in Agenda item 7, as he lives adjacent to the development.

3. **Minutes**
   The minutes of the meeting of the Committee on 2nd June 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**
   It was reported that a resident from Bedford Road has requested support from the Council on a growing issue on Bedford Road with heavy goods vehicles from Cemex, regarding their right to use a busy junction and road network to enable easier access to and from the M1 when there is good access using purpose-built roads from the A421 to the Black Cat roundabout, and then down the A1. Every day, there are numerous lorries using the route and it is getting worse: the zebra crossing has poor visibility due to parked cars and is dangerous. The resident would like to see access limited and a weight restriction introduced on Bedford Road.
   The resident's comments were recorded and the Committee noted that all heavy goods vehicles use the route (a designated route as vehicles are barred from entering the Town Centre), not just Cemex in particular. PM offered to report any times, dates, vehicle registration numbers to Tarmac at the quarterly review meetings, or sooner if pertinent to do so.

   It was resolved to bring the issue to the attention of the Ward Councillors at the next meeting of the Full Council.

5. **Consultation on One way System**
   It was reported that the resolution made by the Delegated Powers for the consultation on a permanent one-way system in Bloomfield Drive, New Street and George Street, Shefford was as follows: -

   In reviewing the introduction of a permanent one-way traffic flow on New Street, George Street Bloomfield Drive, Shefford Town Council has considered the safe route for pedestrians along New Street as follows: -

There is conflict between pedestrians, including children and their parents/carers and people on disability scooters, and vehicles driving along New Street. We have been made aware of one 'near miss' between a car and a child on a scooter in the last fortnight. The only solution, to ensure there are no further 'near misses' or injuries/fatalities to pedestrians, is to install a standard width footpath along the right-hand side of New Street (in front of properties with even numbers) with drop kerbs to properties as required. We acknowledge that there are some sections of the road that will not accommodate the footpath together with on-street parking; therefore, parking restrictions along these sections may have to be introduced.

It has also been noted that, without oncoming traffic to slow down vehicles driving along New Street from Ampthill Road, drivers are exceeding a safe speed along the whole one-way system. A 20mph speed limit should be introduced together with the construction of speed tables to slow drivers down along the route.

Permanent directional signs to direct the flow of traffic are required at all junctions, including Ampthill Road, Back Street, George Street, Osbourne Crescent and Bloomfield Drive. It should be noted that some drivers are ignoring the temporary one-way traffic flow signs at the junction of Bloomfield Drive and Ampthill Road, and this junction may have to be altered in a manner that makes it difficult for drivers to access Bloomfield Drive from Ampthill Road.

Shefford Town Council resolved to support the introduction of one-way traffic on New Street, George Street and Bloomfield Drive; however, the introduction of the mitigating measures noted above (the construction of a footpath and speed tables, installation of directional signs, and the introduction of parking restrictions and speed limits) to prevent conflict between pedestrians and vehicles is essential on New Street, as part of the framework of the one-way system.

6. CB/21/01772/FULL

It was reported that, at the June Committee Meeting, it was resolved to object to planning application CB/21/01772/FULL (1 Cornish Close, Shefford, SG17 5JT) on the grounds that the pitched roof for the two-storey extension over the garage on the proposed elevation drawing is incorrect; it does not match the pitching on the proposed floor plan.

When examining the plans, the Planning Officer noticed himself that there was a difference between the two plans and contacted the agent to correct the errors on the plans. As the revised plans submitted removed the first-floor extension, resulting in the application only being for a single storey rear extension and reduced in scale, the decision was made by Central Bedfordshire Council to grant the permission; it was not necessary to re-consult with the Town Council on the proposal.

7. Plans for consideration

CB/TRE/21/00297
15 The Hollies, Shefford, SG17 5BX
Proposal: Works to trees protected by a Tree Preservation Order; Alders x 6 to be pruned by 2.5mtrs to MB/TPO/81/00002 (G1).

It was resolved by Delegated Powers to support this application.

CB/21/02862/FULL
14 Elgar Drive, Shefford, SG17 5RZ
Proposal: Single storey rear extension.

It was resolved by Delegated Powers to support this application.

CB/21/02941/VOC
Hillfoot Farm, Hitchin Road, Shefford, SG17 5JF
Proposal: Variation of condition number 16 of planning permissions CB/19/03753/RM (Reserved Matters: following outline application CB/18/02298/OUT Outline Application for up to 150 New Homes and provision of a new lower school) Amendment to 3 plans.

It was resolved by Delegated Powers to support this application.

8. Consultation on No Waiting Restrictions
The notices of consultation from Central Bedfordshire Council on the following two 'no waiting at any time' restrictions were reviewed: -

- A00116 Ivel Road, Shefford – Waiting Restrictions, Traffic Calming and 20mph and 40mph Speed Limits
- A00126 Ampthill Road, Priory Gate and Lambs Close, Shefford – Waiting Restrictions.

It was resolved by Delegated Powers to object to the proposed raised table on Ivel Road to be installed approximately twenty metres north of the junction with Tesco Express on the consultation A00116. Other alternative calming measures, such as a traffic detection sign or speed warning, would be better suited to the location than a raised table, in addition to the raised pedestrian crossing already in place.

It was resolved to highlight to the Ward Councillors, at the July meeting of the Full Council, the requirement to provide dedicated parking for the Campton Plantation; as there is currently no dedicated parking, the public have resorted to parking in residential streets, thus necessitating this proposal of no waiting restrictions for Ampthill Road, Priory Gate and Lambs Close.

9. **Road Work in Ivel Road**

   TD reported on his email correspondence with Central Bedfordshire Council's Streetworks Manager on the notification to the Town Council on road works following the recent roadworks in Ivel Road, including the implementation of four-way traffic lights to direct the traffic through the road works. Central Bedfordshire Council currently only notify the Council of full road closures, and not roadworks that include the implementation of traffic lights. The Streetworks Manager did suggest that the Town Council sign up to receive notification from the 'one.network' for roadworks in the locality; unfortunately, TD and CQ were unsuccessful in signing up to these notification alerts.

Meeting closed 16:37hrs

Minutes of the meeting of the Services and Environment Committee held on 14h July 2021 using www.zoom.us

Present: Cllrs June Wischhusen (Chair), Jez Perkins, Paul Mackin, Ken Pollard, Tony Dawson, Elsa Tattersfield, Rene Madsen and Den Fensome.

One member of the public.

Town Clerk: F Fitch and C Quinlan (Admin Assistant)

1. **Apologies:** received from Cllr Fred Wilson.

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

3. **Minutes**
The minutes of the meeting of the Committee on 9th June 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 articles for the autumn 2021 edition (number 106) have been passed to Character Press; there were too many articles submitted this quarter and, therefore, some articles have been kept back for the winter edition, and others have been shortened.
FF and CQ have a Zoom meeting scheduled on 15th July 2021 with Mark Millmore, the website creator from Eyelid Productions, to review the drop-down menus and the plan for moving forward the creation of the Council's new website.
The Council's Facebook page following has increased by fifty in the last month to seven hundred and thirty seven followers.
TD reported that the set of postcards are in the process of being drawn, with the final production of the eight originals sketches due by the end of September 2021.

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 committee members and reviewed, including: advice obtained from the sculptor, Ian Freemantle, on the treating of the Drover's sculpture in Drovers Spinney; the frequency of grass cutting in St Michael's Close play area; the restoration of the Millennium Green's Breathing Spaces sign; and tree works in Bellcote Meadow Millennium Green.

It was resolved by Delegated Powers for the Town Clerk to arrange for the Drover's sculpture in Drovers Spinney to be treated with a coating of good quality Danish oil (with UV protection) to retain its golden colour.

It was resolved by Delegated Powers for the Town Clerk to instruct Greenwood Contracting to increase the frequency of grass cutting in St Michael's Close

play area to weekly if required, to ensure the grass is kept to an acceptable height during July, August and September.

It was resolved by Delegated Powers for the Millennium Green's Breathing Spaces sign, backboard and uprights to be restored by a local craftsperson, funded by the Bellcote Meadow Millennium Green Trust.

It was resolved by Delegated Powers for an order to be raised to Branching Out to reduce the crown of three trees in the hedgerow that runs alongside the tarmac footpath from the car park entrance to the Tippetts Drive entrance.

7. Shefford House

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

8. Welcome Back Fund

It was reported that the lamppost banners have been installed in the High Street, the replacement removable bollards have been installed in Church Walk, and the 'Welcome Back to Shefford' event on 10th July 2021 was a resounding success; all feedback received from the public and traders has been positive.
A letter is being drafted to send to businesses in the town to thank them for their participation in the event, detailing the Council's plans to hold a similar event next July for the Queen's Platinum Jubilee, and to ask them about joining a Shefford Businesses networking group.
With the removable bollards now giving access to the area outside Morrisons around the raised brick planter, this space can be used for future events and the overspill of the markets. At the start of the school autumn term, there will be a naming competition for this space with the Shefford Lower School; Morrisons have offered to donate the prizes for the competition.
The graffiti project for the raised brick planter will be held in the school holidays.

9. Public Toilets

The public toilets were opened for the 'Welcome Back to Shefford' event, with the provision of a steward who ensured that the 'one in, one out' rule was observed, and the toilets were cleaned every half an hour. It is still not feasible to re-open the toilets fully, as the Council are unable to fund the additional cleaning regime needed to open the toilets safely at the present time. Quotations will be obtained for repairs to the flooring and any other routine maintenance tasks that are required prior to the re-opening of the facility.

10. War Memorial

It was reported that the specialist cleaning of the War Memorial; the painting of the ironwork and the stone base will be completed by the end of the week, and then the re-enamelling of the letters will start the following week, weather permitting. Thanks are given to Bradders Ltd, who have donated £200 towards the cost of the enamel paint and the re-enamelling work.

Meeting closed 17:12hrs

Minutes of the meeting of the Finance & Strategy Committee held on 21st July 2021 using www.zoom.us

Present: Cllrs Tony Dawson (Chair), Ken Pollard, Rene Madsen, Paul Mackin, June Wischhusen and Roger Fowler

Town Clerk: F Fitch and C Quinlan (Admin Assistant)

1. **Apologies:** received from Cllrs Fred Wilson and Jez Perkins.

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

3. **Minutes**
   The minutes of the meeting of the Committee on 16th June 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 April 2021, May 2021 and June 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. **Town Council Certificates**
   The awarding of Town Council 'Certificates of Recognition' for three year eleven students from the Samuel Whitbread Academy was reviewed.

   It was resolved by Delegated Powers to award Town Council 'Certificates of Recognition' to Kyle White, Harry Jackson, and Carl Vonwiller, for their help and assistance to the parents of a young girl who had severely injured her elbow in an incident in St Michael's Close Play Area; they provided considerable comfort to the parents during the early stages of the incident, enabling the parents to concentrate on keeping their daughter calm until the paramedics arrived. They also guided the paramedics to the scene of the incident. The certificates are to be awarded to the students at Samuel Whitbread Academy's Annual Awards evening in September.

7. **Staffing Committee**
   The establishment of a separate Staffing Committee to assess all staffing matters, including being a path for staff to raise issues and the annual appraisal process, was reviewed by the Committee.

   It was resolved by Delegated Powers to establish a Staffing Committee, comprising of the Mayor, Deputy Mayor, Chair of the Finance and Strategy Committee, and the Head of Special Projects. Meetings will be held as required,

and Members will report any recommendations to the Finance and Strategy Committee for ratification.

8. Council Meetings and Public Access to Shefford House

The public access to Shefford House, and the procedures for Council meetings with the removal of governments COVID restrictions was reviewed by the Committee; the safety of staff, tenants and councillors who use the building on a daily basis were seen as the priority, especially as COVID is still very prevalent in the community, with rising cases in Central Bedfordshire.

Recommendation to be made to Full Council that Shefford House remains closed to the public, with no external meetings taking place including any regular social meetings. The Town Clerk is to notify all regular meeting groups of this decision, with the offer to facilitate securing alternative venues.

Recommendation to be made to Full Council that all Standing Committees including the Joint Burial Board Committee, the Planning and Highways Committee, the Services and Environment Committee, and the Finance and Strategy Committee, to continue to be held remotely via Zoom, with all decisions taken to be resolved by Delegated Powers, or recommended to Full Council, if so required.

Recommendation to be made to Full Council that the meeting of the Full Council be held as a 'Hybrid' meeting, with five Councillors attending the meeting in Shefford House face to face (together with one member of the public and the Clerk and Admin Assistant), and all other Members (together with Ward Councillors and all other members of the public) attending the meeting via Zoom.

9. Finance for Councillors

The presentation slides from the 'Finance for Councillors' training course, held by the Bedfordshire Association of Town and Parish Councils and attended by Cllr Tony Dawson, were distributed to members.

10. Shefford Town Memorial Association Committee

RM gave a brief report on the meeting he attended of the Shefford Town Memorial Association Committee held on 21 June 2021, his first attendance as the Council's representative on the Committee. He has requested additional financial information to review in preparation for the next committee meeting.

11. Internal Audit Service

The provision of the internal audit service the next three financial years, 2021/2022, 2022/2023, 2023/2024, was reviewed by the Committee.

It was resolved by Delegated Powers to employ Leena Bains to continue to provide the Council's internal audit service for the next three financial years, 2021/2022, 2022/2023, and 2023/2024.

12. Queen's Platinum Jubilee

The provisional budget for the financial year 2022/23 to fund the Queen's Platinum Jubilee events was reviewed by the Committee including: a short church service, a Piper, and the lighting of the beacon on the June Bank Holiday weekend; and the Summer Fun Day with a fun fair, fete stalls, food festival, and crowning of the new Prince and Princesses of Shefford to be held on a Saturday in July.

It was resolved by Delegated Powers to include a figure of up to £6k as a provisions budget for the Queen's Platinum Jubilee events for the financial year to 31 March 2023.

13. Mission Statement

A draft mission statement for inclusion on the new Council website was distributed to the Committee, reviewed and amendments recommended.

It was resolved for the Town Clerk to distribute the amended version to the Full Council for further comments.

14. CCTV System at the Hub

It was reported that the resolution made by Delegated Powers on the selection of the provision of the new CCTV system at the Hub, Bellcote Meadows is as follows: -

It was resolved by Delegated Powers that South East Security has been chosen as the contractor for the delivery of the new CCTV system at the Hub. This project is funded from the grant from the Violence and Exploitation Reduction Unit through the Office of the Police Crime Commissioner, Bedford.

15. Town Centre Highways Defects.

The failure by Central Bedfordshire Council's Highways Department to repair footpath and carriageway defects in the Town Centre, many reported on numerous occasions over the last four years, was reviewed by the Committee.

It was resolved by Delegated Powers for the Town Clerk to arrange a meeting with the Highways Custodian to discuss why these defects are still outstanding, and what the timescale is for repairing them.

Meeting closed 17:12hrs