Minutes of the meeting of the Full Council held at Shefford House, SG17 5DD on Friday 26th April 2019

Present: Cllrs Paul Mackin (chair), Ken Pollard, Tony Gray, Richard Orman, Fred Wilson, Rene Madsen and Lisa Hayes.

Ward Cllrs Anthony Brown and Mark Liddiard, and four members of the public.

Town Clerk F Fitch

1. **Apologies:** received from Cllrs Roger Fowler, Steve Nash and Nicola King.

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

3. **Minutes**
   The minutes of the meeting of the committee on 29th March 2019 were approved and signed by the chair.

4. **Matters arising:** none arising

5. **Public question time**
   FW posed a question from a resident on the Bovis Estate on why the Town Council are not taking on the management of the skate park and asking for clarification on the Town Council's position. The Town Clerk reported that the Town Council do not have the capacity to manage and maintain the skate park in its present design and condition. PM stated that the skate park had not been built to a standard that is acceptable to the Town Council and had been built two years too late. The Town Council has moved on in its priorities. The Town Clerk understands that Central Bedfordshire Council are negotiating with Bovis Homes for a management company to manage and maintain the skate park.

   Andy Andrews reported that the bricks are starting to come out of the speed humps in Ivel Road. PM has reported this fault several times on the Central Bedfordshire Council online recording system. PM had also reported the potholes in the road.

6. **Crime**
   It was reported that there were twenty two crimes reported for the period 27th February to 26th March inclusive summarised as follows: four assaults; four criminal damage; one possession of drugs; seven burglary theft and robbery; eight harassments, sending letters intended to cause distress, intimidation etc.
   These figures show an improvement on the figures at the end of 2018.

7. Town Mayor's Announcements

The Mayor reported that the current council is coming to the end and thanked everyone for their effort in making the council year so successful, and that the new council will meet at the Annual Meeting of the Town Council on the 10th May 2019. It was reported that there are three new members to the Streetwatch team but more members are needed. The Mayor also reported that the planned construction to repair footpath 4 is due to start in June 2019 and that assurances have been made by Central Bedfordshire Council that the £25k S106 funding is secure and has not been reallocated to other projects.

The Deputy Mayor reported on the Neighbourhood Plan. A steering group meeting is planned after the elections have taken place and the Rotary Club have been contacted about generating interest in setting up a branch in the Shefford District.

8. Shefford Youth Involvement

PM reported that the amount of effort the Youth Involvement Team are putting in is starting to see real results by improving young people's behaviour which will benefit the community of Shefford The Town Clerk reported that a young ladies mental health and wellbeing group has been set up.

9. Planning and Highways

Reports on the two committee meetings held on 3rd and 17th April 2019 were approved for publication on the website.

10. Services and Environment

A report of the committee meeting held on 10th April 2019 was approved for publication on the website. The two recommendations within the report were approved.

11. Finance and Strategy

A report on the committee meeting held on 17th April 2019 was approved for publication on the website. The recommendation within the report was approved.

12. Central Bedfordshire Council

AB reported that following eight years of lobbying, a site for a new two entry primary school has been secured. Subject to a review of education structures, the school is scheduled to be available in summer 2021.

An area of woodland has also been secured within the town boundary fully accessible to the public. There will be a public consultation carried out to identify what amenities should be included on the site.

The first hearing of the Local Plan by the two inspectors is scheduled for the 21st May at the Council Chamber in Priory House. A further two weeks in June and one week in July has been set aside to complete the process.

Following a meeting on local leisure facilities, it was made apparent to AB that a leisure centre would not be part of the future plans for the Shefford area. The list of S106 funding currently available for children's play areas and open spaces in Shefford was passed to the Town Clerk.

AB reported that the cycle racks outside the Scout Hut will be removed and the area reinstated in the coming week. The new High Street lamp heads have been ordered as part of the regeneration programme.

ML reported on the planning appeal on Wynchwood Lane and that objections must be submitted by 14th May. Both schools are submitting a letter of objection.

Paul Salmon from Central Bedfordshire Council is monitoring speeding on both Bedford Road and Ampthill Road. One option to the problem for Ampthill Road may be to utilise S106 monies from the Campton Fields development to fund circles on the road and signs to extend the 20mph speed limit from the High Street.

It was been highlighted that Shefford Town Centre car parking is at full capacity and the recommendation is for enforcement or more parking spaces. Daniels Bros (the landowner) has been contacted regarding the poor condition of the road leading to Morrisons. As yet there has been no response forthcoming. The long-term solution is to adopt the road as a public highway.

ML has been in talks with Shefford Netball Club to open up a conversation with the Robert Bloomfield Academy regarding flood lighting their courts for use by the club.

The Shefford Football Club has won the Britannia Cup and the league. It is the largest voluntary club in the town.

13. Town Clerk's Report

The report was circulated to Councillors and included a reminder of the date of the Annual Meeting of the Town Council on the 10th May 2019 and that there is no meeting of the Services and Environment Committee in May. It was also reported that the interim audit report for the year ended 31 May 2019 was very positive confirming that the new accounting software was a good investment.

14. Accounts

The list of payments for April 2019 was circulated to Councillors and approved.

Meeting closed 21:00hrs

Minutes of the meeting of the Planning and Highways Committee held at Shefford House, SG17 5DD on Wednesday 1st May 2019

Present: Cllrs Fred Wilson (chair), Roger Fowler, Paul Mackin, Lisa Hayes and Rene Madsen.

Town Clerk: F Fitch

1. **Apologies:** received from Cllrs Ken Pollard and Tony Gray.

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

3. **Minutes**
   The minutes of the meeting of the committee on 17th April 2019 were agreed as a true record and signed by the chair.

4. **Street trading licences**
   An application for a street trading licence (application number CB/LSTR/19/022774) for an ice cream vendor in Shefford was reviewed.

   It was resolved to support the application.

5. **Planning enforcement notices received and noted**

   The Old Laundry, 33 High Street, and land rear of The Old Laundry, Shefford, SG17 5AX
   Compliance with CB/17/000517/FULL substation and rear elevation of flats

6. **Planning appeals**

   Appeal reference APP/P0240/W/18/3210480
   Appeal by Black Horse Residential Ltd - CB/17/05211/FULL
   Site at Land at Wynchwood Lane, Shefford, SG17 5XJ

   It was resolved for the Town Clerk to make representation to the Planning Inspectorate on the Town Council's objections to the application, and request to make our views known at the appeal hearing scheduled for 1st June 2019.

7. **Empty Properties**
   The empty properties identified in Shefford were reviewed.

Meeting closed 19:22hrs

Minutes of the meeting of the Planning and Highways Committee held at Shefford House, SG17 5DD on Wednesday 15th May 2019

Present: Cllrs Fred Wilson (chair), Richard Orman, Darryl Coffey, Roger Fowler, Rene Madsen, Ken Pollard and Tony Dawson.

Town Clerk: F Fitch

1. **Apologies:** received from Cllrs Paul Mackin and Lisa Hayes

2. **Election of Chair and Deputy Chair**

   It was resolved that Cllr Fred Wilson be elected Chair of the Committee and Cllr Roger Fowler by elected Deputy Chair.

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

4. **Minutes**
   The minutes of the meeting of the committee on 1st May 2019 were agreed as a true record.

5. **Plans for consideration**

   CB/10/01093/FULL
   8D Old Bridge Way, Shefford, SG17 5HQ
   Proposal: Change of use from B1 & B8 to B2 industrial.

   Resolved to support

   CB/TCA/19/00167
   Ivel House, 8 Southbridge Street, Shefford, SG17 5DB
   Proposal: T1 Poplar large cavities from previous pollard point, decay present to the base, overhanging sub-station/children's play area: Fell
   T2 as above
   T3 Ash cavity approx. 1.8m from base this is less than 30% holding wood: Fell
   T4 Ash poor formation fungal brackets approx 3m from base overhanging children's play area: Fell

   Resolved to support

   CB/19/01156/FULL
   21 Ivel Road, Shefford, SG17 5LB
   Proposal: Loft conversion with velux windows and new gable infill extension to the rear and conversion of the existing conservatory to a flat roof extension.

   Resolved to support

6. **Highways**
   FW reported that there was a sunken drain in Duck Lane which has caused the pavement to become uneven in places.

   It was resolved for the Town Clerk to report this issue on the Central Bedfordshire Council online highways fault reporting system.

7. **Skate Park**
   The issues identified at the Campton Fields skate park and subsequent report by RF following a site visit after the last meeting of the committee were reviewed.

   It was resolved for the Town Council to raise the Committee's concerns with Bovis Homes regarding the ineffectiveness of the wooden post and rail fencing bordering the A507 in stopping children easily accessing the A507.

   Meeting Closed 19.33

Minutes of the Finance & Strategy Committee held at Shefford House, SG17 5DD on Wednesday 15th May 2019

Present: Cllrs Richard Orman (chair), Ken Pollard, Rene Madsen, Fred Wilson, Roger Fowler and Tony Dawson

Town Clerk: F Fitch

1. **Apologies:** received from Cllr Paul Mackin

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

3. **Minutes**
   The minutes of the meeting of the committee on 17th April 2019 were agreed as a true record and signed by the Chair.

4. **Campton & Shefford Cemetery**
   A report bringing the committee members up to date on Campton and Shefford Joint Burial Board matters was reviewed including the additional work that the Clerk has carried out on Joint Burial Board matters and the opening of a separate Unity Trust bank account by the Town Council for the Cemetery finances.

   Recommendation to be made to Full Council to approve the payment to the Town Clerk of the agreed additional work on Joint Burial Board matters.

   Recommendation to be made to Full Council to approve the opening of a separate Shefford Town Council bank account at Unity Trust Bank to be used solely for cemetery income and expenditure as advised by our External Auditor.

5. **Bank reconciliations**
   The bank reconciliations as at 30th April 2019 were reviewed against statements by RO (chair) and approved. The petty cash was counted by TD and approved.

6. **Staff matters**
   A report bringing the committee members up to date on staffing matters was reviewed including the new Facilities/Admin Assistant post, the Community Agent and apprenticeships.

   Recommendation to be made to Full Council not to renew the contract with BRCC for the provision of a Community Agent once the current contract expires at the end of June.

7. **Financial Statements**
   The Financial Statements and Annual Return for the year ended 31 March 2019 were distributed to all Councillors and reviewed.

Recommendation to be made to Full Council for the approval of the Financial Statements for the year ended 31 March 2019

8. **Insurance**
   It was reported that the policy for 2019/2020 will reflect the changes in the Town Council including the increase in staffing resources, rental income and fixed assets, the Shefford Greenspace Conservation Volunteers and cover for the cemetery and chapel. Approval for the policy will be on the agenda of the meeting of the Full Council on the 31st May 2019.

9. **Unity Trust Bank**
   The amendments to the Council's Unity Trust Bank mandate for the new Council year 2019/2020 were reviewed

   It was resolved to amend the bank mandate to reflect the change in Chair of the Finance and Strategy (Cllr Richard Orman) and change in Chair of Services and Environment (Cllr Tony Dawson).

10. **Interim Audit**
    The interim Internal Audit Report for the year ended 31 March 2019 was circulated to Councillors and reviewed.

11. **Code of Conduct**
    The Code of Conduct for Shefford Town Council, adapted from Central Bedfordshire Council's Code of Conduct, was circulated to all Councillors and reviewed.

    Recommendation to be made to Full Council to approve the adoption of the Code of Conduct.

12. **VE Day 75**
    A letter of invitation to register the Town Council's involvement in VE Day 75 was reviewed.

    It was resolved for the Town Council to participate in the VE Day 75 anniversary celebrations/commemorations.

Additional Agenda Item

13. **Business Resilience**
    RF reported on the necessity for the Town Council to carry out regular disaster recovery testing.

    It was resolved for Cllr Roger Fowler to draft a Disaster Site Recovery Plan for the Committee to review.

Meeting closed 20:40hrs