Minutes of the meeting of the Full Council held on Friday 29th January 2021 using www.zoom.us

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

Ward Councillors Mark Liddiard and two members of the public.

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

1. **Apologies:** received from Cllrs Jez Perkins and Steve Nash, and Ward Cllr Anthony Brown.

2. **Declarations of Interest:** No further interests declared other than those already noted in the Standing Committee minute number 3042 01/21.

3. **Minutes**
   The minutes of the meeting of the Committee on 18th December 2020 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:** no questions received.

6. **Central Bedfordshire Council**
   ML reported that Cllr Richard Wenham has been appointed as the new leader of Central Bedfordshire Council, replacing Cllr James Jameson.
   Central Bedfordshire Council has introduced the 'Fix My Street' fault reporting system, which allows defects/issues to be flagged up by inputting the details, including photos and accurate locations, via a mobile phone application or online. ML requested that this new system be promoted in the next edition of Shefford Newsline.
   The consultation on the 2021/2022 budget proposals to raise the Council Tax has closed. The results are expected to be published next week and reviewed by the Council at their meeting at the end of February.
   Shefford has been assigned two dedicated COVID-19 Marshals to patrol the town and neighbouring villages to ensure adherence to the lockdown restrictions currently in place. They cannot enforce the restrictions; however, they can issue fines to residents found flouting the rules. The provision is directly funded by the Government.
   Ward Councillors are reviewing the provision of CCTV in the town and are due to meet the Council's Community Safety Team later this week, regarding the implementation of the programme and its delivery in the Town Centre.
   The one-way vehicular access along New Street/Bloomfield Drive/George Street has been suspended at the request of Anglian Water, to allow them to carry out

emergency repairs to the water main in George Street. The one-way system will be reinstated once the emergency repairs are complete.
The extension of the zig-zag lines by the Woolpack crossing on Hitchin Road has been completed.
The Council is consulting on its home to school/college travel assistance policies.
ML, PM, RF, and a Highways Officer conducted a walk around the Town Centre to highlight improvements, specifically the footways which were laid twenty years ago and consist of a mismatch of paving and tarmacadam. ML and AB aim to solicit funding to carry out a refurbishment of the Town Centre, with delivery of the project within the next year or two.
No decision has been reached regarding the proposed link between Harrow Way and the adjacent new development; however, the Council's Chief Executive has committed to ensure suitable provision for a link.
Central Bedfordshire Council have implemented fourteen different grants schemes to businesses impacted by the pandemic, with a final grant scheme being delivered in a week's time; this amounts to over £3.8m of grant funding being processed for approximately 1.6k local businesses across Central Bedfordshire.
In comparison with other areas in Central Bedfordshire, Shefford is remarkably progressive in its COVID-19 vaccination roll out programme.
ML had received an update from Craig Siddle, Head of Environmental Services, on the abandoned vehicle, a silver VW Golf, parked in George Street, and will be pursuing the status of the car with the Environmental Services Team to guarantee its removal as soon as possible. It was noted that if a vehicle is removed and disposed of erroneously, the Council are responsible and have to pay compensation to the vehicle's owner.
TD questioned the length of time that Ivel Road, from the A507 to the Harvest Rise roundabout, is to be closed for essential works to the adjacent new development. It was reported that Central Bedfordshire Council were obliged to agree to the road closure as it is for utility installation and site entrance works.
PM raised the subject of the mental health of young people in the town; the pandemic has had a considerable effect on their social life and academic studies. The additional support required to combat these issues has put immense strain on the Town Council's Youth Involvement Team and PM would advocate the deployment of government grants to alleviate this. ML reported discussions were being held at senior level concerning young people and unemployment rates, together with the need for young people to return to education and the training opportunities after the pandemic.

7. Crime

A review of the figures at the end of December 2020 showed a total of twenty-two reported crimes.
The figures for January 2021, up to the 27th, show twenty-seven crimes reported including: eight crimes of assault, including assault of a Constable; five instances of burglary, theft, or robbery; five instances of harassment; four instances of fear of provocation of violence; and two instances of criminal damage. RF highlighted the lack of reports of making off without payment, a crime that has been rather prevalent in recent months.

PM reported that Street Watch have seen no signs of anti-social behaviour during January, which could be attributed to the closure of the public houses.

8. Town Mayor's announcements

The report was distributed to Councillors and included: the creation of a Shefford Emergency WhatsApp group; flood warnings and the advisory leaflet produced by the Council in response to the leaflets distributed by Central Bedfordshire Council causing panic amongst residents; projects with the Shefford Lower School to encourage pupils to take part in activities that will be seen around the town; the next edition of Newsline is ready for delivery; the halting of funerals where the attendance of mourners is likely to breach lockdown restrictions and the Council incurring a hefty fine; thanks to FF, CQ and Francesca's husband for their hard work tidying up the offices.

9. Shefford Youth Involvement

NK reported on the Youth Involvement Team's virtual services that are being offered seven days a week including: the virtual youth club, delivering three per week for different ages to over twenty five people from years four to eight; virtual targeted support 'Elevate', delivering three per week for different ages to around twenty young people from years seven to eleven; virtual mentoring/organised support work for around twenty five young people who were already accessing this service prior to lockdown restrictions.

Other Youth Involvement Services being delivered included: face to face welfare checks for those in highest need/child protection; weekly triage drop-in sessions; a new three part support programme for year eleven students to explore barriers to taking next steps; Project Z Elevate, a new four part programme for young people identified as being at risk of youth violence/exploitation; ongoing detached work; ongoing community work in problematic areas; and support to some students still in school.

10. Planning and Highways

A report on the committee meeting held on the 6th of January 2021 was approved for publication on the website.

11. Service and Environment

A report on the committee meeting held on 13th January 2021 was approved for publication on the website, and the recommendation was approved.

12. Finance and Strategy

A report on the committee meeting held on 20th January 2021 was approved for publication on the website, and the three recommendations were approved.

13. Town Clerk's report

The report was distributed to Councillors and included: thanks to ML for two Ward Councillors Grants of £250 each (to fund a noticeboard to display notices/resources for the Youth Involvement Team at the Hub and bench at Bellcote Meadow Play Area); the

submission of the Council's Precept figures for 2021/2022; projects to involve the children at Shefford Lower School in the community, including a 'Feel the Love' event for Valentine's Day, a Lego competition in celebration of Lego day, and a plan for World Book Day; the tidying/organising of the Town Councillor Office at Shefford House, with the addition of a new 'donated' cupboard; the time spent on Cemetery work this month with an increase in enquiries, memorial permits, and grave ownership transfers; the poor service from Barclays Bank in regards to the Council's bank accounts; the promotion of the Council's Emergency Support Line, now we are back in lockdown again; and the imminent delivery of the spring edition of Newsline.

14. Accounts

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

Meeting closed 17:50hrs

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

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

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 6th January 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/21/00181/FULL
   4 Lambs Close, Shefford, SG17 5FY
   Proposal: Two storey side extension

   It was resolved to support this application.

   CB/20/04642/OUT
   Land to the rear of 210 to 228 Shefford, Clifton, SG17 5QS
   Proposal: Outline Application – demolition of 210 Shefford Road and associated outbuildings and erection of up to 29 dwellings (Class C3) and provision of associated public open space, with all matters reserved except for access

   It was resolved to object to this application on the following grounds: -

   The pedestrian/cycleway access to the rear of houses in Bury Road and Clifton Road will be detrimental to those property owners, creating a noise nuisance, litter and security issues.

   The planning application should include a formal pedestrian link from the north west section of the site through to Bellcote Meadow Millennium Green; thus ensuring this does not become an informal desire line as it is the direct route to Shefford Town Council's award winning Green Flag site, Bellcote Meadow Millennium Green.

   The outline planning application should include the small parcel of unregistered land to the north west of the site as whilst the land is not under the ownership

of the applicant, it has been maintained by them and will undoubtedly be developed in the immediate future; we do not feel that lack of ownership should preclude this parcel of land being excluded from the application, and can only presume it is to minimise future S106 contributions.

The vision splay onto Clifton Road should be extended to take into consideration the development's proximity to the busy access route for both vehicular and pedestrian traffic to the nearby Samuel Whitbread Academy, and the BEST nursery sites. It is also noted that the access proposed should be used to service this development only, and any adjacent future developments should be provided with a separate access route.

If Central Bedfordshire Council are minded to grant planning permission for this development, the above amendments would need to be made, together with S106 contributions towards the infrastructure for Shefford to reflect the additional loading on our community. Residents of this development, although in the Parish of Clifton, are closer to the Town of Shefford, and would utilise and access facilities/services and infrastructure in Shefford as opposed to Clifton. This would include schools, the health centre, rights of way (the footpath network linking to the centre of Shefford), highways, sports and leisure provision in Shefford (outdoor gym provision at Bellcote Meadow Millennium Green), play provision (Bellcote Meadow Play Area), and parks and open spaces provision (Bellcote Meadow Millennium Green).

It was also noted that thought should be given to the relocation of the community boundary between Shefford and Clifton Parishes to partly include the 'Green Corridor' between the communities. Shared ownership would help to ensure that this is maintained.

6. Road names

It was reported that although initially stating that they would like the Town Council to propose the names for the development of 42 new dwellings at Pinehurst, 17a Ivel Road, Shefford, SG17 5LB, the Developer has since requested the Housing Association that are building the development put forward suggestions for the road names.

It was resolved by the Delegated Authority for the Committee to reject two of the road names suggested by the Housing Association, Sepford and Saracens, and to support the third, The Conifers.

7. Report of Planning Applications not Requiring Statutory Consultation

A report listing the planning applications in 2020 that were logged on the Central Bedfordshire Council planning portal but did not require consultation with Shefford Town Council was distributed to members and noted.

8. **Salt Bins**

   Following the recent icy weather, a review of the Council's salt bins has been carried out. Out of the five bins around the Town Centre, three are full and forked over ready to use. However, the salt in the two bins opposite the Co-op (on Old Bridge Way and Old Station Way) needs breaking up, removing and replacing. The trigger to request action from the Emergency Response Team volunteers to spread salt on the footpaths will be discussed with Steve Miller, then relayed to the Committee Members and volunteers.

9. **Ivel Road Development**

   Following a complaint made to the Planning Enforcement Team at Central Bedfordshire Council, it was reported that there are no specific planning conditions restricting construction vehicles from parking outside the site of the development on Ivel Road (CB/19/03340/RM – 90 new dwellings). However, the development site manager is aware of the problems with the road, the access to Tesco's and the exit from the A507 roundabout, and a banksman is stationed at the entrance to the site directing the construction traffic throughout the work day, to minimise disruption to the traffic flow along Ivel Road.

10. **Community Led Housing**

    An invitation from Eastern Community Homes to attend their online events to be held from the 16th to 18th March 2021, to learn more about community led housing and the support that Eastern Community Homes can provide, was reviewed by the Committee.

    It was resolved for the Town Clerk to email the invitation to all members to register themselves if available to attend one of the online events.

Meeting closed 17:00hrs

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

Present: Cllrs Tony Dawson (Chair), Paul Mackin, Ken Pollard, Richard Orman, Jez Perkins, Elsa Tattersfield, Den Fensome, June Wischhusen and Fred Wilson.

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

1. **Apologies:** received from Cllr Rene Madsen.

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

3. **Minutes**
   The minutes of the meeting of the committee on 13th January 2020 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 spring edition of the Newline had been distributed to residents, and the deadline for article submissions for the next edition is 4th April 2021. The income collected by Character Press for advertising throughout the 2019 and 2020 publications will be paid to the Council by the end of the month.
   A meeting has been scheduled on 18th February 2021 to move forward with the plans for the new website.
   TD reported that he has commissioned a local artist to draw him some pencil sketches of some views around Shefford. The sketches can then be used to produce a set of postcards of Shefford.
   It was reported that all comments received on the Council's Facebook page during the live streaming of the January Full Council meeting were responded to in real time. Followers to the Facebook page have increased to 635, with posts reaching 1382 people in the last 28 days. PM has recorded an informative video clip about the recent flooding in the town, which will be posted on our social media once it has been edited by Les Davies; the clip also includes information on the newly formed Shefford Emergency Response Team.

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 renewal of the electricity contract for the electric vehicle charging point in the Town Centre car park; materials required to carry out essential repairs/maintenance to tap boxes, fences and the shipping container and the purchase of a boot scraper.

   It was resolved for the electricity to the electric vehicle charging post to be disconnected as the energy provider no longer offer a £0 standing charge rate

with any of their tariffs. If/when a new charging post is installed, the electricity will be reconnected, and the charge included in the overall cost of installation.

It was resolved for the Town Council to fund the purchase of materials for the Shefford Allotment and Leisure Gardeners Association including paint, wood preservative, plywood, and a boot scraper. They will be used by the group to carry out essential repairs/maintenance to tap boxes, fences and the shipping container.

7. **Shefford House**
   The report on Shefford House was distributed to all committee members and reviewed including the addition to the window cleaning contract to include cleaning of the top floor windows every second month, the replacement of the worn carpeting on the ground floor, and the redecoration of the Council Chamber and first floor foyer.

   It was resolved to add the cleaning of the top floor windows of Shefford House to the window cleaning contract for every other month (all other windows to be cleaned monthly).

   Recommendation to be made to Full Council for the Town Clerk to raise an order to Mark Cole for the replacement of the blue corded office carpet from the front to rear door on the ground floor, including extra latex if required.

   Recommendation to be made to Full Council for the Town Clerk to raise orders to GD Maintenance and Cleaning Services for the redecoration of the Council Chamber, and the first floor foyer.

8. **Public Toilets**
   It was reported that the public toilets remain closed as the Council are unable to follow government guidelines on their safe opening.

9. **War Memorial**
   KP reported that once three quotations have been received for the specialist cleaning, pointing, and re-enamelling of letters on the War Memorial, a grant pre-application will be submitted to the Memorial Trust to fund the restoration project. A letter from the Shefford branch of the Royal British Legion requesting the Town Council's support for their endeavours in the War Memorial's restoration will be included with the application.

Meeting closed 17:15hrs

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

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

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 20th January 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. **Staff Matters**
   A report on staff matters was distributed to the Committee and reviewed including the payroll provision, staff training, the Town Clerk's outstanding Time off in Lieu (TOIL), and pension and salary adjustments for both the Town Clerk and the Business Admin Apprentice.

   It was resolved for both the Town Clerk and Business Admin Apprentice to attend a training course hosted by the Bedfordshire Association of Town and Parish Councils on an 'Introduction to VAT for Local Councils'.

   Recommendation to be made to Full Council for the Town Clerk's accrued benefits in the Hertfordshire Local Government Pension scheme to be transferred into the Bedfordshire Local Government Pension fund.

   Recommendation to be made to Full Council for the Clerk's salary to move up one point in the national pay scales in accordance with the Clerk's contract of employment with effect from 1 April 2021.

   Recommendation to be made to Full Council for the Clerk to be paid for four weeks of the outstanding TOIL.

   Recommendation to be made to Full Council for the Business Admin Apprentice to be employed as a permanent member of staff based on the agreed national pay scales when her Apprenticeship contract finishes in May 2021.

6. **Shefford Town Memorial Association**
   A report on the Shefford Town Memorial Association was distributed to the Committee and reviewed.

7. **Bank Reconciliations**
   The bank reconciliations for January 2021 were reviewed by TD and approved. The petty cash was also counted by TD and approved.

8. **Respite at Home Volunteers West Mid Beds and Ivel Valley**
   A request for funding from the Respite at Home Volunteers West Mid Beds and Ivel Valley was reviewed by the Committee.

   It was resolved to donate £200 to the Respite at Home Volunteers West Mid Beds and Ivel Valley.

9. **Shefford Allotments and Leisure Gardeners Association**
   A request for match funding from the Shefford Allotments and Leisure Gardeners Association (SALGA) to purchase twelve compost bins was reviewed by the Committee.

   It was resolved to match fund the purchase of twelve compost bins (match funded by a Ward Councillor Grant from Cllr Anthony Brown) to replace rotten/broken bins at the Shefford allotments.

10. **Health Charity Partnership**
    A request for a donation to the Health Charity Partnership for thirty conference chairs for the Council Chamber from Tesco PLC was reviewed by the Committee.

    It was resolved to donate £50 to the Health Charity Partnership.

Meeting closed 17:05hrs