Minutes of the meeting of the Full Council held at Shefford House, SG17 5DD on Friday 31st May 2019

Present: Cllrs Paul Mackin, Ken Pollard, Den Fensome, Richard Orman, Fred Wilson, Roger Fowler, Lisa Hayes, Tony Dawson and Darryl Coffey

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

Town Clerk: F Fitch

1. **Apologies:** received from Cllrs Rene Madsen, Nicola King, Steve Nash and Elsa Tattersfield.

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

3. **Annual Governance and Accountability Return 2018/19 Section 1**
   Section 1 of the Annual Governance and Accountability Return 2018/19 was approved and signed by the Chair.

4. **Annual Governance and Accountability Return 2018/19 Section 2**
   Section 2 of the Annual Governance and Accountability Return 2018/2019 was approved and signed by the Chair.

5. **Minutes**
   The minutes of the meeting of the Committee on 26th April 2019 were approved and signed by the Chair.

6. **Matters arising**
   RF compiled a report of the findings of the Planning and Highways Committee following a site visit to the skate park on the 1st May 2019, and the Town Clerk has been invited to meet with Bovis and Central Bedfordshire Council at the site next week.

7. **Public question time**
   FW passed on a request from a resident on the Campton Fields Estate for a football goal to be installed at the Campton Fields Play Area. This request will be passed on to Bovis Homes.
   Audrey White expressed her dislike at the shirts hanging in the White Hart windows which was endorsed by FW, TD and LH. KP to pass on these concerns to the owner of the White Hart.
   AB reported that he has received a number of complaints about the grass cutting throughout the town. PM asked for all complaints to be directed to the Town Clerk. The Town Clerk reported that not all grass cutting in the town is carried out by the Town Council's Grounds Maintenance Contractors therefore unless the complaints are directed to the Town Council, the complainant cannot be signposted to the relevant land owner as required.
   AB requested the Town Council contact the owners of 57/59 Hitchin Road to remove the two green dumper bags of rubbish left on the grass verge outside their property.

The Town Clerk reported that the bags of rubbish were fly tipping and will contact Central Bedfordshire Council to action.
LH reported her concerns about the lack of enforcement of the parking restrictions in School Lane. ML reported that Shefford had the highest number of parking tickets issued however there were not enough resources to have a Parking Enforcement Officer in School Lane every day. It was also reported that Shefford Lower School constantly writes to parents to reiterate the parking policy in the area.

8. Crime

RF reported a significant increase in the crime statistics since March. There were sixty four reported crimes in April and eighty in May. In May there were nine crimes of making off without payment at the two petrol stations in Shefford which is higher than the figures reported in April. However in previous months, the figures reported were much lower at around two crimes of this nature a month. There was a request for the figures, nineteen in April and twenty four in May, for theft burglary and those for robbery to be separated.
PM had received a phone call from Nick Masters who reported that there had been a foot chase through the town that resulted in an arrest and a seizure of a vehicle.

9. Town Mayor's Announcements

The Mayor welcomed the new Full Council and reported that there were two vacancies on the Town Council to be filled by co-option. This Council has to set in motion the Neighbourhood Plan, which needs the interest and participation of the community for the project to go forward.
It was reported that the Town Councillor Surgery will be held in the Market Square to try and engage with the community and allow easier access for residents to come to the Council with their problems and suggestions.
Additional staff resources will be employed this coming year to assist with the extra administration need to run the Cemetery and Town Council.
The Mayor reported that the Shefford Festival is to be held over the period 21st to 29th September, and the Town Council will be holding their Princess event on the first day of the Festival. Other events the Council will promote during the Festival period included the Community Safety Team from Central Bedfordshire Council, Oscar the Safety Car and a Food Fair.

10. Shefford Youth Involvement

Esme Handley reported that the Youth Involvement Team, including volunteers, have completed their Level 3 First Aid training. Mentoring is continuing in local schools for year 5 to year 11, including supporting young people through their GCSEs and onto exploring further training and employment options. EH has met with local companies in Shefford to organise a bank of employers to take on young people for work experience/volunteers as they leave school.
The Team are continuing the community mentoring of over eighty young people, supporting these highly vulnerable young people, often with fractured family relationships.

The Team continue to attend multi-agency meetings, supporting and guiding other professionals in engaging with at risk young people, and the detached work is continuing on a regular ad hoc basis rather than a weekly Wednesday evening.
It was reported that an opportunity has arisen to carry out some work around serious youth crime prevention which will include group work in schools.
Other initiatives delivered by the Team include two female focused groups called "YOUth" (concentrating on self-esteem and self-care for females under sixteen), a pilot for a life skills workshop for young people aged nine to thirteen called "Incentive" and the "RAVE" bus is back on the road in June.

11. Planning and Highways

Reports on the two committee meetings held on 1st and 15th May 2019 were approved for publication on the website.

12. Finance and Strategy

A report on the committee meeting held on 15th May 2019 was approved for publication on the website. The five recommendations within the report were approved.

13. Insurance

The renewal of the Town Council's insurance for 2019/2010 was reviewed.

It was resolved to renew the insurance policy with Inspire Insurance for three years.

14. Central Bedfordshire Council

AB reported that the Local Plan passed its first hearing and is on schedule to continue in June and July. There are currently seven Town and Parish Councillors booked on the visit to the recycling unit on the 17th June.
Central Bedfordshire Council have arranged a site meeting with Bovis regarding the Skatepark at Campton Fields.
Highways have agreed to AB's request to replace the concrete slabs on the Ivel Road roundabout with tarmac. This work will be carried out as soon as possible.
AB reported that he was investigating received complaints regarding overgrown vegetation in Churchill Way and Kingfisher Road, and had a meeting arranged with the Countryside Officer.
The Executive Committee are due to authorise an annual budget of £2k for every Councillor to support local good causes to obtain low cost facilities on a match funding basis.
ML reported that the Highways and Safety team are assessing the safety of Bedford Road including an extension to the zigzag lines at the crossing, and are carrying out speed assessments in both Ampthill Road and Bedford Road. There is a commitment of £9k S106 funding from the Campton Fields development to extend the 20mph zone into Ampthill Road to reduce speeding, although additional funding may be required to implement the scheme.

Repairs to the potholes in Ampthill Road and outside the Fish and Chip shop have been carried out, with tarmacking repairs in progress on the roundabout in Ivel Road. PM reminded ML about the list of defects still outstanding in the High Street.
The S106 agreement for the Hitchin Road development S106 is in progress although the land has yet to be sold. Catesby have yet to put the land on Ivel Road (outline proposal for the development of ninety houses) up for sale.
ML reported that the parking strategy has been delayed and the period for submitting a proforma to call in a planning application for determination by the Development Management Committee has been extended from three weeks to twenty eight days. ML is due to have a meeting to discuss the application Henlow had made to change its schools into a two tier system which is earlier than expected as the whole cluster of schools were due to apply together. Bedfordshire Schools Trust (BEST) have objected to the application.
There will be twenty four Neighbourhood Officers posts employed by Central Bedfordshire Council. The Council has made it a priority to deliver these roles and £1m of revenue has been set aside for these posts to ensure communities are kept safe.
Both Samuel Whitbread and Shefford Lower Schools are working on their proposals for a share of the £1.7m of grant funding allocated for children with special needs.
ML reported that Nadine Dorries MP is following up residents' concerns with the Clinical Commissioning Group in regards to the booking of appointments at the Shefford Health Centre.

15. Town Clerk's Report

The report was circulated to Councillors and included thanks to DF and TD for their efforts in holding the Family History Day as part of the Greensand Country Festival, a reminder that the June Community Social/Activity morning will be held on Tuesday 4th June 10am to 12pm, that there will be Joint Burial Board Committee meeting held on the 10th June, that the Town Councillors Surgery on 8th June will be held outside in the Market Square, at which people will be encouraged to apply to join the Town Council as there are currently two vacancies.

16. Accounts

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

Meeting closed 21:30hrs

Minutes of a meeting of the Planning and Highways Committee to be held at Shefford House, SG17 5DD on Wednesday 5th June 2019

Present: Cllrs Fred Wilson, Paul Mackin, Richard Orman, Ken Pollard, Lisa Hayes and Roger Fowler.

Town Clerk: F Fitch

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

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

3. **Minutes**
   The minutes of the meetings of the committee on 1st and 15th May 2019 were agreed as a true record and were signed by the Chair.

4. **Plans for consideration**

   CB/19/01209/LB
   St Francis Court, Flats 1-47 & 23 & 23A High Street, Shefford, SG17 5RU.
   Listed Building: Stone and brick repairs including repointing works in lime mortar to High Street facing elevation of property. No alteration from the original design or materials is intended.

   Resolved to support

   CB/19/01366/VOC
   WM Morrisons Supermarkets Plc, St Francis Court, Shefford, SG17 5DZ
   Variation of Condition 1 of application CB/17/03225/VOC dated 05/10/2017 - to amend wording of condition 1 to read as follows: 'No deliveries shall take place except between the hours of 05.00hrs and 23.00hrs on Monday to Saturday and between 07.00 and 23.00hrs on Sunday and Bank Holidays.

   Resolved to object the application on the grounds of the noise early hour and late night impact on local dwellings at the rear and residents on Clifton Road.

   It was resolved for the Town Clerk to notify both Ward Cllrs Anthony Brown and Mark Liddiard of the resolution.

   CB/19/01433/FULL
   62 Kingfisher Road, Shefford, SG17 5YQ
   Proposal: Erection of two storey side extension and garage conversion to home office.

   Resolved to support with the comment that the extension should not infringe on the existing parking space.

CB/19/01452/FULL
6 New Street, Shefford, SG17 5BW
Proposal: loft conversion, lean to roof over garage and above entrance and detached garden room.

Resolved to support

5. **Planning Application CB/10/01093/FULL**
   It was reported that the Planning Department at Central Bedfordshire Council has informed the Town Clerk that the planning application CB/10/01093/FULL (8D Old Bridge Way, Shefford, SG17 5HQ), as reviewed by the Committee on the 15th May 2019, was sent to Shefford Town Council in error and in fact related to a property in Toddington. It does not relate to 8D Old Bridge Way, Shefford.

6. **Skate Park**
   The issues identified at the Campton Fields skate park and the subsequent site meeting on the 4th June with Town Clerk, James Shuttleworth from Bovis Homes and Stuart Kemp (Planning Officer) from Central Bedfordshire Council, were reviewed.

   It was resolved for the Town Clerk to draft a report to Stuart Kemp at Central Bedfordshire Council on the issues/matters discussed at the site meeting and send to all Committee members for their comments and approval.

7. **Empty Properties**
   It was reported that Barclays will be undertaking some works to 6 North Bridge Street including repairs to roof tiles, replacing some spalled bricks, internal works and repair to the windowsill.

8. **Planning Application CB/18/00464/FULL**
   A report from a resident regarding the development behind the White Hart, application number CB/18/00464/FULL, was received and noted.

Meeting closed 20:05hrs

Minutes of the meeting of the Services and Environment Committee held at Shefford House, SG17 5DD on Wednesday 12th June 2019

Present: Cllrs Tony Dawson (chair), Darryl Coffey, Ken Pollard, Richard Orman, Den Fensome, Elsa Tattersfield, Rene Madsen and Paul Mackin (arrived part way through meeting).

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 10th April 2019 were agreed as a true record and signed by the Chair.

4. **Communications**
   It was reported that the Newsline summer edition (no.97) was issued on time and the deadline for the autumn edition is the 4th July 2019. The website is being regularly updated and the monthly Councillors' Surgery is to be actively promoted on the home page.

5. **Play Inspections**
   The play area inspection reports for June 2019 were distributed to all committee members and reviewed. It was reported that one set of swings at the STMA have been removed due to health and safety concerns following damage to the safer surfacing.

6. **Parks and Open Spaces**
   The report on the parks and open spaces was distributed to all committee members and reviewed including the offer of a grant of £3k from Bedfordshire Rural Communities Charity to part-fund the installation of a height restriction barrier and kissing gates at Bellcote Meadow Millennium Green.

   It was resolved to accept the offer of a grant of £3k from Bedfordshire Rural Community Charity.

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

8. **Shefford Allotments Leisure Gardeners Association**
   The latest newsletter from Shefford Allotments and Leisure Gardeners Association was distributed to all committee members.

Meeting closed 20:40hrs

Minutes of the meeting of the Planning and Highways Committee held at Shefford House, SG17 5DD on Wednesday 19th June 2019 at 19.15hrs

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

Town Clerk: F Fitch

1. **Apologies:** received from Cllr Lisa Hayes

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

3. **Minutes**
   The minutes of the meeting of the committee on 5th June 2019 were agreed as a true record and were signed by the Chair.

4. **Plans for consideration**

   CB/19/01482/FULL
   25 Eisenhower Road, Shefford, SG17 5UP.
   Proposal: Proposed construction of new ground floor, rear and side extension.

   Resolved to support

   CB/19/01592/FULL
   Shefford Community Hall, 60 High Street, Shefford, SG17 5AX
   Proposal: Re-surfacing of existing car park

   Resolved to support

5. **Planning application CB/19/01366 (WM Morrisons Supermarkets)**
   It was reported that Ward Cllr Mark Liddiard has submitted a proforma to call in the planning application for determination by the Development Management Committee at Central Bedfordshire Council.

6. **Empty Properties**
   The empty properties identified in Shefford were reviewed and it was reported that 21 North Bridge Street was now occupied.

7. **Highways**
   It was reported that the blocked drains in North Bridge Street had been logged on the Highways fault system by Ward Cllr Mark Liddiard. FW reported that the drains on the corner of Iveldale Drive and Clifton Road were also blocked. Concerns were also raised about the size of the Eucalyptus tree in the property garden on the corner of Iveldale Drive and Clifton Road.

It was resolved for the Town Clerk to report the blocked drains on the corner of Iveldale Drive and Clifton Road on the Highways fault recording system, and to contact the relevant Officer at Central Bedfordshire Council to express the Town Council's concerns about the size of the Eucalyptus tree.

Meeting closed 19:27hrs

Minutes of the meeting of the Finance & Strategy Committee held at Shefford House, SG17 5DD on Wednesday 19th June 2019

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

Town Clerk: F Fitch

1. **Apologies:** none received

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

18. **Minutes**

The minutes of the meeting of the committee on 15th May 2019 were agreed as a true record and signed by the Chair

19. **Joint Burial Board**

The minutes of the Joint Burial Board meeting held on the 10th June 2019 were distributes to all members and reviewed.

Recommendation to be made to Full Council to cease the option of pre-purchasing graves with immediate effect.

Recommendation to be made to Full Council for both the Clerks for Shefford Town Council and Campton and Chicksands Parish Council to continue working two days a month together on Joint Burial Board matters. This is to be reviewed at the next meeting of the Joint Burial Board in October 2019.

It was resolved for the Clerks to carry out a benchmarking exercise with other Councils and local Funeral Directors on the fee structure for stillborn and child (under the age of eighteen years old) interments for review by the Joint Burial Board. This will allow the Joint Burial Board to make an informed decision on what fee structure to implement for Campton and Shefford Cemetery. In the event that there is a request for stillborn or child interment before a fee structure is agreed, the Clerks will consult with the Joint Burial Board Committee on an individual case basis.

Recommendation to be made to Full Council for the Clerk for Campton and Chicksands Parish Council to obtain a quotation, then instruct their Council's Grounds Maintenance Contractor to cut the area of grass in churchyard at Campton under the responsibility of the Joint Burial Board.

It was resolved for the Town Clerk to obtain a quotation from F&E Surveying Solution LLP to value the Cemetery Chapel, together with the front wall and gates for the purposes of rebuilding in the event of an insurance claim.

It was resolved for the Clerks to obtain quotations for the cutting of hedges in July.

It was resolved for an article to be published in Campton and Chicksands Parish newsletter and Shefford Town Council's Newsline on the forming of a Friends of the Cemetery Group.

20. Bank Reconciliations

The bank reconciliations for 31st May 2019 were reviewed against statements by RO (chair) and approved. The petty cash was counted by TD and approved.

21. Staffing Matters

A report bringing the committee members up to date on staffing matters was reviewed.

Recommendation to be made to Full Council to offer a one year Business Administration Apprenticeship affiliated with Bedford College to a 16-18 year old accepted on the Project Mackenzie programme run by the Council's Youth Development Team. This will be a pilot scheme that will be reviewed regularly throughout the year by the Committee.

It was resolved to amend the job advertisement for the Facilities/Admin Assistant to incorporate the duties of the Community Agent including the running of the monthly community activity group.

22. Financial Statements

It was reported that the Financial Statements for the year ended 31 March 2019 and the Annual Governance and Accountability Return 2018/2019 is currently being verified by the Council's Internal Auditor Annual Return. The Special 126 VAT Return for the year ended 31 March 2019 is to be submitted online.

23. Risk Assessment Policy

The draft Risk Assessment Policy for the Town Council was distributed to all members and reviewed.

Recommendation to be made to Full Council to adopt the Risk Assessment Policy as a working version with the inclusion of the Town Council logo.

Meeting closed 20:25hrs