Minutes of the meeting of the Full Council to be held on Friday 26th May 2023 at 16.00hrs in the Council Chamber at Shefford House, 15 High Street, Shefford, SG17 5DD or viewed using www.zoom.us

Present: Cllrs Ken Pollard (Chair), Fred Wilson, Tony Dawson, Roger Fowler, Steve Nash, Mark Greenwood, Paul Mackin and Den Fensome.

Ward Cllr Mark Liddiard and six members of the public.

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

On Zoom: Cllr Lisa Hayes.

1. **Apologies:** received from Cllrs Elsa Tattersfield, Nicola King, Jez Perkins and Ward Cllr Anthony Brown.

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

3. **Minutes**
   The minutes of the meeting of the Committee on 28th April 2023 were approved and signed by the Chair. The Zoom recording of the meeting was agreed to be deleted.

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

5. **Co-option of New Councillor**
   Following a short presentation from the applicant, it was resolved unanimously that Julie Ford be co-opted to fill a vacancy on Shefford Town Council.

6. **Public Question Time**
   No questions were received.

7. **Central Bedfordshire Council**
   The works to replace the existing speed humps as part of the traffic calming measures on Ampthill Road (funded by Bovis Homes) are in progress. A consultation will be held with residents and the Town Council to evaluate the need for additional calming measures in Ampthill Road along the slope from the A507 roundabout once the new Highways Safety Officer has been appointed. A member of the public suggested a slalom “give way” barrier as a traffic calming measure along this stretch of road: ML will explore this as an option.
   The relocation of the vehicle activated sign in Bedford Road and additional traffic calming measures will soon go out to consultation with residents and the Town Council, pending approval from Highways Officers. The consultation responses will be sent to the Traffic Management Committee for review. There are also plans to install markings along Stanford Road to slow the speed of heavy goods vehicles; it is not possible to implement a heavy goods vehicle ban along the road.

ML reported that temporary patching has been carried out to the speed humps in Ivel Road; when the full repairs are carried out, the mock brick will be removed as it accelerates the degradation of the speed tables.
ML is currently working with the allocated officer and the Shefford Town Memorial Association (STMA) on the delivery of the footpath through the STMA playing fields, linking the Hillfoot Farm housing development with Elm Road.
A path linking Walkers Green to Kingfisher Road has been cleared, and is due to be resurfaced. ML and AB are in dialogue with the Campton Fields Residents Association regarding the flood plain land adjacent to Walkers Green (running alongside the bypass) under their responsibility, including linking the land to Polehanger Farm. The land is currently owned by Bovis Homes.
Potential external funding will be explored and reviewed by the Ward Councillors and Lisa Wright from Central Bedfordshire Council for the Community Forest and land set aside at Lucas Gardens, the Redrow Homes development off Ivel Road. A linear footpath through the forest is proposed, and there have been informal discussions with the Shefford Sports Club to create a footpath across the top of their fields.
Ward Councillors are chasing up on the replacement of the trees in the High Street (either side of the pedestrian crossing).
3m-spaced wooden posts will be installed along the grass verge on the corner of Bloomfield Drive and George Street to prevent parents from parking there during pick-up/drop-off times. Double yellow lines are due to be installed in the drop-off bay outside of Robert Bloomfield Academy by the start of the autumn school term.
ML and AB would like to carry out a review of footpaths and cycleways in the town with the Town Council, including the connectivity to other villages and towns. It was noted that the development of the ACO Technologies plc site, and the increase in their staff employment, will have a knock-on effect by increasing the traffic along Hitchin Road. Unfortunately, there was no funding provision for an underpass at the Hitchin Road junction of the A507 bypass when the roadway was built. FF invited ML and AB to the Services & Environment Committee Meeting to hold a more in-depth discussion.
There has been no update on the Schools for the Future programme; ML is currently chasing up a reassurance that the Campton Academy is being relocated to the proposed new Hitchin Road Primary School.
The Ward Councillors are working with the Community Safety team regarding the recent anti-social behaviour issues that has been prevalent in the town. There is a consideration for a further CCTV camera to be installed at the junction of Old Bridge Way and the High Street, which would cover the entrance to the industrial estate. FF reported that there needs to be enough evidence to justify a camera in the area and there is ample evidence for another to be installed. FF reported that the Police have asked for the CCTV cameras at the Hub in Bellcote Meadow Millennium Green to be repositioned. KP has spoken to staff at the Samuel Whitbread Academy regarding the recent behaviour of their year 11 students.
The Biggleswade household waste recycling centre is currently closed for refurbishment and is due to be re-open on 13th June 2023.
The Ward Councillor Grant Scheme has been agreed for 2023/2024 (both ML and AB have £2000 allocated each), along with the Community Asset Grant Scheme.

The formation of the newly elected Council has resulted in a hung council with no overall control: twenty-six independent councillors, twenty conservative councillors, ten liberal democrat councillors, and five labour councillors. Following the assignment of roles, tasks, and responsibilities, AB has been appointed to the Development Management Committee and the Fire and Police Authority. ML has been appointed to the Children Services Overview and Scrutiny Committee, and will act as a representative on the Bedfordshire Rural Communities Charity and the Broome South Quarry Liaison Group.

FF relayed a complaint from a resident regarding flooding on Stanford Road. The FixMyStreet report has been removed from the reporting system as the drains are part of a routine cleaning schedule; however, the drains do not seem adequate for the run-off of the Lucas Way estate. TD suggested a long-term solution should be put in place, rather than just cleaning the drains; ML will follow up on this.

FW requested if a Tree Preservation Order might be placed on the two mature trees at the back of the White Hart; ML will contact the Tree Officer at Central Bedfordshire Council.

KP reported that he has been in contact with the Daniels Bros (Shefford) Ltd regarding the road surface of Old Bridge Way; a potential land transfer to Central Bedfordshire Council has been discussed. It was noted that the option to adopt the highway would only be considered by the Council once the road is deemed to be of an acceptable standard, which it is not currently.

8. Crime

It was reported that there were forty-five recorded offences for the first twenty-five days of May 2023. A summary of offences include: seven instances of assault with injury; six instances of shoplifting; four instances of malicious communication; four instances of assault without injury; four instances of other criminal damage; three instances of possession of a controlled drug (cannabis); two instances of a sexual nature; two instances of public fear, alarm, or distress; one instance of burglary (business and community); one instance of state or public order; one instance of residential burglary (unconnected building); one instance of race or religious aggravated harassment; one instance of attempted burglary (business and community); one instance of theft in a dwelling (other than an automatic machine); one instance of stalking; one instance of possession of a controlled drug (excluding cannabis); one instance of criminal damage to a building (business); one instance of criminal damage (residential); one instance of arson not endangering life; and one instance of other theft.

RF reported that no instances of making off without payment were reported in Shefford during May: there were seventeen instances of making off without payment reported across Central Bedfordshire. He suggested that any instances in May may not have been reported immediately due to the lengthy reporting process via 101/online; FF reported that the Police force were working with the Tesco garage to allow for more prompt reporting.

PM inquired as to the details of the instances of assault. RF informed that once the monthly data spreadsheet has been produced, more information regarding the dates of the instances will be available.
RF relayed a recent government press release detailing how the Police will have more time to prioritise victims of crime and bring criminals to justice under new rules announced to cut unnecessary red tape when recording crime.
KP has contacted the Co-op Supermarket Head Office and Area Manager regarding the recent shoplifting instances. The police have been involved with this issue and have banned one family from the shop, in addition to advising staff on the layout of the store.

9. Town Mayor's Announcements

The report was distributed to Councillors and included: meeting the Shefford Lower School parliament; the Oak Manor fundraiser for Christian Aid, held by Churches Together; the welcoming of new councillors; the Annual Town Meeting; the Lord-Lieutenant's Coronation Service in Woburn; and Central Bedfordshire's Annual General Meeting.

10. Shefford Youth Involvement

SN reported that the Youth Involvement Team have witnessed students from the Samuel Whitbread Academy using the picnic benches in Bellcote Meadow Millennium Green on study leave during the daytime and there has been no littering from those students.
NK has been working on the development of the summer programme for Shefford, Arlesey, Stotfold, Biggleswade, Sandy and all the various villages in the local vicinity. The project will include Dan Gaze Services and external groups and organisations. The activity programme includes pétanque at Arlesey, indoor bowls at Fairfield, and DJ sessions.
Over the half term, Dan Gaze will be working in Shefford on the Monday; there will be an open-access Hub session on Wednesday (potentially Tuesday/Thursday as well).

11. Planning and Highways

A report on the committee meeting held on 3rd May 2023 was approved for publication on the website.

12. Services and Environment

A report on the committee meeting held on 10th May 2023 was approved for publication on the website.

13. Finance and Strategy

A report on the committee meeting held on 17th May 2023 was approved for publication on the website, and the recommendation was approved as follows:

Recommendation by Delegated Powers to be made to Full Council to approve the Financial Statements for the year ended 31 March 2023.

14. Section 1 of the Annual Governance and Accountability Return 2022/23

Section 1 of the Annual Governance and Accountability Return 2022/23 was approved and signed by the Chair.

15. Section 2 of the Annual Governance and Accountability Return 2022/23

Section 2 of the Annual Governance and Accountability Return 2022/23 was approved and signed by the Chair.

16. Town Clerk's Report

The report was distributed to Councillors and included: the results of the local elections and re-election of Ward Cllrs Mark Liddiard and Tony Brown; the success of the Annual Town Meeting; an update on the 2023/24 grass cutting contract; the chair-based exercises held at Bellcote Meadow Millennium Green; the upcoming Fire Marshall training; and the progress with the instances of anti-social behaviour in the town.

17. Accounts

The full list of payments for April 2023 was approved (shown below).

Supplier/Contractor	Description	Net Cost	VAT	Total Cost
Dinky Ducks Soft Play & Party Entertainment	Fun Day costumes	20.00	0.00	20.00
SALGA	Overpayment refund	660.00	0.00	660.00
S Riley	Window cleaning contract	70.00	0.00	70.00
CPM Playgrounds Ltd	Play area inspection/cleansing contract	702.00	140.40	842.40
CPM Playgrounds Ltd	Play area repairs contract	310.00	62.00	372.00
DR Eaton	Gas check/repairs - Shefford House/allotments	297.00	59.40	356.40
Mid Beds Locksmiths LTd	Suited locks	194.70	38.94	233.64
Ben Marshall Electrical Ltd	Hand driers/repairs Shefford House	1,140.00	228.00	1,368.00
The Play Inspection Company	Annual play area inspection contract	212.60	42.52	255.12
Central Bedfordshire Council	Rates - Hub/market/car park/Shefford House	11,605.49	0.00	11,605.49
Reynolds Landscaping Services	Grounds maintenance contract	200.00	40.00	240.00
DJT Surfacing Ltd	cycle hoops/line marking - car park/Pamoli Square	2,835.00	567.00	3,402.00
CPM Playgrounds Ltd	Parallel bars BMMG	1,405.00	281.00	1,686.00
Redacted	Redacted	1,250.00	0.00	1,250.00
Redacted	Redacted	600.00	0.00	600.00
Yoga with Rick	Warm space/Active Communities Grant activities	160.00	0.00	160.00

Roz Carman	Website admin	32.50	0.00	32.50
2 Digital	Domain name	45.00	0.00	45.00
Acorn Playgroup (Shefford)	Donation - duck race	200.00	0.00	200.00
2 Elms of Shefford Gardening Services	Grounds maintenance contract	1,205.00	0.00	1,205.00
GD Maintenance and Cleaning Services	Grounds maintenance and cleansing contract	3,615.00	0.00	3,615.00
Redacted	Redacted	6,542.35	0.00	6,542.35
ICCM	Membership	95.00	0.00	95.00
DJ Granger Grounds Maintenance Ltd	Grounds maintenance contract	95.13	19.03	114.16
Utility Warehouse	Electric - Chapel	7.10	0.66	7.76
M Stafford Memorial Renovation	Bird bath Cemetery	95.00	0.00	95.00
2 Elms of Shefford Gardening Services	Grounds maintenance contract	940.00	0.00	940.00
Publlic Works Loan Board	Mortgage	11,021.58	0.00	11,021.58
Zen Internet	Broadband	65.99	13.20	79.19
Opus Energy	Electric - car park/toilets/Hub	107.96	5.40	113.36
Vivi Voip	Phones	39.14	7.83	46.97
Smartest Energy	Gas - Shefford House	131.93	6.60	138.53
EE	Phones	17.31	3.46	20.77
Lloyds payments card	Sundries	329.24	0.00	329.24
		44,485.02	1,313.04	45,798.06

Meeting closed 17:25hrs