Minutes of the meeting of the Full Council held on Friday 29th September 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, Paul Mackin, Mark Greenwood, Julie Ford, Steve Nash, and Elsa Tattersfield.

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

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

On Zoom: Cllr Roger Fowler.

1. **Apologies:** received from Cllrs Den Fensome, Jez Perkins, and Nicola King.

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

3. **Minutes**
   The minutes of the meeting of the Committee on 28th July 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. **Public Question Time**
   FF has received two emails thanking the Town Mayor for his letter to Nadine Dorries, calling for her resignation.
   FF relayed a concern from a resident regarding the increased air traffic over Shefford and subsequent noise and environmental pollution to the town. FF replied to the resident to clarify the issue was regarding flights to/from Luton Airport and attached the recent noise report published by Luton Airport, which was reviewed by the Planning & Highways Committee and published on the Council's social media. The resident has yet to reply. Members requested a time span and the direction of the planes be specified of when the issue is occurring. PM suggested that the resident contact NATS Holdings if this continues to be an issue.

6. **Central Bedfordshire Council**
   AB reported that the Section 278 agreement for Sekaran Close is still being processed by the Council's legal team.
   A Tree Preservation Order has been made on the four mature trees immediately behind 14 to 20 Kingsmede; it came into force on 28th September 2023.
   AB has raised a call-in regarding planning application CB/23/02831/FULL (32 Clifton Road) as the proposed development would make the building overly prominent within the streetscape and the three parking spaces exit directly onto the corner of Victoria Road. A planning enforcement notice has also been submitted for the same property, concerning the height of the newly installed fences, and their negative

impact on the vision splay from Victoria Road and Clifton Road. It is proposed that the fences nearest the highway are reduced to one metre.
AB will be reviewing the kerbs in Southbridge Street (in front of the post office) with an officer from the Highways Team to see whether a potential barrier can be installed to protect pedestrians, following two incidents of residents falling over the kerb.
There has been no change in the progress of the planning application for 6 Northbridge Street.
There has been no update on the paused Schools for the Future programme for the Shefford/Stotfold cluster. A consultation document around housing projections and future pupil place numbers has been circulated to all local schools and Ward Members. The Schools for the Future plan was intended to create places for pupils in the area as well as a contingence for extra children throughout the school year.
There is potential for future developments to fund the Schools for the Future programme via Section 106 monies, but regardless of the programme's progress, the priority remains to maintain the high standards of education in the area.
There has also been no further progress in the transfer of Campton Academy to the new school on Hitchin Road, due to a legal battle between the developer and the Council regarding the inclusion of a nursery on the site.
ML and AB will be meeting with Gary Powell, the Director of Highways, to address the problem areas and the lack of content for Shefford in the current local scheduled maintenance programme. A heavy goods vehicle ban along Stanford and Bedford Roads is to also be investigated. FF asked the Ward Cllrs to convey to the Director of Highways that the Rights of Way officers are not able to action repairs or work in a timely manner under the new contract arrangements.
ML informed FF that the Council are looking at the option available to carry out repairs to the carriageway in Old Bridge Way/Churchill Way and surcharge the owner. Central Bedfordshire Council are not currently in a position to take on the responsibility of new land until it meets an acceptable standard.
FW complimented the Highways Team for the works at the Broome crossroad to repair the road surface and potholes.
CQ thanked AB for the help regarding the streetlight repair in Viking Meadows and the investigation into the faulty streetlights on Bedford/Stanford Road.

7. Crime

It was reported that there were thirty-nine recorded offences for the first twenty-seven days of September 2023. A summary of offences include: six instances of assault without injury; four instances of public fear, alarm or distress; four instances of theft from a motor vehicle; two instances of assault with injury; two instances of harassment; two instances of malicious communications; three instances of residential burglary – home; two instances of shoplifting; two instances of stalking; one instance of arson not endangering life; one instance of criminal damage to a vehicle; one instance of interfering with a motor vehicle; one instance of making off without payment; one instance of other criminal damage; one instance of other theft; one instance of possession of article with blade or point; one instance of possession of firearms offences; one instance of race or religious aggression public fear; one instance of a sexual nature; one instance of state or public order; one instance of

theft or unauthorised taking of a motor vehicle; and one instance of theft or unauthorised taking of a pedal cycle.
TD queried the possession of a firearm and whether there was any more information on the instance. RF suggested contacting the Bedfordshire Constabulary to find out further details, as the data received only provides minimal detail.
FW inquired about the assaults in Conifer Way and RF responded that there are no further details disclosed other than location and date reported. KP will contact Sergeant Sharp and Grand Union Housing Group regarding the incidents given where they took place and their sensitive nature.

8. Town Mayor's Announcements

The report was distributed to Councillors and included: the visit from the High Sheriff; the removal of the RBL bench from outside St Michael's Church; the scheduled opening of the Be Our Guest Palace; the opening of the Shefford Community Festival; the appointment of Leslie Whiteman to the role of market supervisor of the Shefford Farmers Market, soon to be relaunched as the Shefford Community market; the results of the Robert Bloomfield poetry competition; the Civic Service in commemoration of the 20th anniversary of Robert Bloomfield's death to be held in St Michael's All Angels Church; and the Mayor's attendance at events (excluding normal council meetings) in August and September 2023.

9. Shefford Youth Involvement

SN reported that the Summer Express programme had an attendance of six hundred and three young people over the summer, across seven locations focused around Stotfold and Shefford. There were one hundred and thirty sessions, with many diverse activities, including go karting, pétanque, bowling, a bug hunt, DJ sessions and the annual trip to Wicksteed Park. One young man in Arlesey found the DJ sessions so inspiring, he has now started his own podcast on SoundCloud. The programme spanned six weeks and involved one hundred and eight hours of delivery, with various employees and volunteers.
Dan Gaze's football programme will continue into the autumn, along with the basketball programme.
PM gave thanks to SN, NK and the whole of the Shefford Youth Involvement Team.
FF reported that, while attending a meeting with Angela Perry and various Town and Parish Councils to give feedback on the delivery of the youth work provision in Central Bedfordshire for the next three years (as the current contract with Groundwork is due to expire soon), she emphasised the remarkable work the Shefford Youth Involvement Team carry out around the locality.

10. Planning and Highways

A report on the committee meeting held on 6th September 2023 was approved for publication on the website.

11. Services and Environment

A report on the committee meeting held on 13th September 2023 was approved for publication on the website, and the three recommendations were approved as follows:

Recommendation by Delegated Powers to be made to Full Council for the current grass verge cutting contract with Countryside Grounds Maintenance to be extended for a further year (2024), subject to a realistic cost of living increase in the contract price (and the inclusion of additional areas of grass verges in Hitchin and Ivel Roads).

Recommendation by Delegated Powers to be made to Full Council for the continuation of the contracts with 2 Elms of Shefford Gardening Services, Greenwood Contracting and Reynolds Landscaping Services for the grass cutting operations in the Council's green spaces and play areas for a further year (2024), subject to a realistic cost of living increase in the contract price.

Recommendation by Delegated Powers to be made to Full Council for the approval of the draft wish list for projects/improvements in the Council's parks and open spaces, which will be sent to officers at Central Bedfordshire Council and to other organisations to be used as a basis for S106 purposes and additional external funding opportunities. It was noted that the wish list only covers projects/improvements for Council owned land or amenities maintained by the Council.

12. Finance and Strategy

A report on the committee meeting held on 20th September 2023 was approved for publication on the website, and the two recommendations were approved as follows:

Recommendation by Delegated Powers to be made to Full Council for the adoption of the Menai Bridge Protocol Policy (to supersede the London Bridge Policy).

Recommendation by Delegated Powers to be made to Full Council to grant Cllr Julie Ford permission to use her Town Councillor to promote the Housing Advice Clinic in press releases (for example, "New Town Councillor launches housing advice service for local residents"), provided that there is a disclaimer that the service is independent of Shefford Town Council.

13. Town Clerk's report

The report was distributed to Councillors and included: the recent lull in anti-social behaviour in the town; the Area 5 Police Priority Setting meeting; the attendance of Grounds Fest 2023 with Karen Easton from the Shefford Greenspace Conservation Group; the visit by BeActive to the Active Community Grant funded sessions; thanks given to the Shefford and Stotfold Children's Centre for holding the Summer Picnic Day and the Family Fun Day; fire marshal training in Shefford House and the upcoming defibrillator training; and the recent attendance of Central Bedfordshire

Council meetings, including a face to face with Marcel Coiffiat, together with six members of the Council's Management Committee.

14. Accounts

The full lists of payments for July and August were approved (shown below).

July 2023

Supplier/Contractor	Description	Net Cost	VAT	Total Cost
S Riley	Window cleaning contract	78.00	0.00	78.00
Greenwood Contracting	Grounds maintenance contract	544.00	108.80	652.80
Shefford Building Supplies	Memorial plaque/sundries	55.00	10.99	65.99
T Dawson	Drawing of Robert Bloomfield	50.00	0.00	50.00
Amers Amusements	Summer Fun Day event	1,000.00	0.00	1,000.00
Bodyweight Movement	Active Communities Grant activities	450.00	0.00	450.00
Shefford Fireworks Appeal	Summer Fun Day event	320.00	0.00	320.00
River Dream Events	Summer Fun Day event	250.00	0.00	250.00
Ivel Valley Countryside Services	Tree works BMMG	300.00	0.00	300.00
South East Security	CCTV maintenance	95.00	19.00	114.00
Herts Fullstop	Stationery/road cones	315.98	63.20	379.18
Character Press	Summer Fun Day event	148.00	0.00	148.00
Dinky Ducks	Summer Fun Day event	265.00	0.00	265.00
2 Digital	Domain name	150.00	0.00	150.00
CPM Playgrounds Ltd	Play area inspection/cleansing contract	1,079.00	215.80	1,294.80
Burleys	Hanging baskets	3,694.08	738.82	4,432.90
Bedford Borough Council	Trade waste - Shefford House	56.40	11.27	67.67
Gemmaton	Fence repairs Drovers Spinney	425.00	85.00	510.00
Central Bedfordshire Council	Summer Picnic Day event	1,500.00	0.00	1,500.00
Projects in Wood	Framed poems for the History Group	110.00	0.00	110.00
Redacted	Redacted	480.00	0.00	480.00
Redacted	Redacted	630.00	0.00	630.00
CPM Playgrounds Ltd	Bike workstation installation	130.00	26.00	156.00
Countrywide Grounds Maintenance	Grounds maintenance contract	1,296.00	259.20	1,555.20
Yoga with Rick	Active Communities Grant activities	160.00	0.00	160.00
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	2,840.50	0.00	2,840.50
Redacted	Redacted	6,542.35	0.00	6,542.35
Bedford Borough Council	Trade waste - Cemetery	37.04	7.40	44.44
DJ Granger Grounds Maintenance Ltd	Grounds maintenance contract	190.26	38.06	228.32
2 Elms of Shefford Gardening Services	Grounds maintenance contract	1,070.00	0.00	1,070.00
Utility Warehouse	Electric - Chapel	6.93	0.65	7.58
Zen Internet	Broadband	65.99	13.20	79.19
Opus Energy	Electric - car park/Hub/toilets	83.14	4.61	87.75
Vivi Voip	Phones	32.35	6.47	38.82
Smartest Energy	Electric - Shefford House	83.00	4.15	87.15
Lloyds payments card	Sundries	196.32	0.00	196.32
Smartest Energy	Gas - Shefford House	89.82	4.49	94.31
EE	Phones	19.62	3.92	23.54
British Gas	Electric - Hub	33.12	1.65	34.77
		26,076.90	1,622.68	27,699.58

August 2023

Supplier/Contractor	Description	Net Cost	VAT	Total Cost
Central Bedfordshire Council	Planning application fee	295.00	0.00	295.00
S Riley	Window cleaning contract	70.00	0.00	70.00
Central Bedfordshire Council	Election fees	181.12	0.00	181.12
Shefford Building Supplies	Trophies/sundries	67.16	13.43	80.59
Quest 4 Entertainment	Summer Fun Day event	40.00	0.00	40.00
South East Security	CCTV maintenance	85.00	17.00	102.00
Eyelid Productions	Website maintenance contract	100.00	0.00	100.00
Character Press	Shefford Newsline	3,460.00	0.00	3,460.00
CPM Playgrounds Ltd	Play area inspection/cleansing contract	1,079.00	215.80	1,294.80
CPM Playgrounds Ltd	Play area repairs contract	240.00	48.00	288.00
Bedford Borough Council	Trade waste - Shefford House	56.40	11.27	67.67
IT Doctor (West Anglia) Ltd	Cloud backup	89.70	17.94	107.64
Redacted	Redacted	360.00	0.00	360.00
Yoga with Rick	Active Communities Grant activities	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	3,200.00	0.00	3,200.00

Redacted	Redacted	6,542.35	0.00	6,542.35
Bedford Borough Council	Trade waste - Cemetery	37.04	7.40	44.44
DJ Granger Grounds Maintenance Ltd	Grounds maintenance contract	285.39	57.09	342.48
2 Elms of Shefford Gardening Services	Grounds maintenance contract	1,455.00	0.00	1,455.00
Utility Warehouse	Electric - Chapel	7.10	0.66	7.76
Zen Internet	Broadband	65.99	13.20	79.19
British Gas	Electric - Hub	27.94	1.39	29.33
Opus Energy	Electric - car park	17.89	0.89	18.78
Vivi Voip	Phones	33.69	6.74	40.43
Smartest Energy	Electric - Shefford House	131.44	6.57	138.01
Smartest Energy	Gas - Shefford House	45.83	2.29	48.12
Lloyds payments card	Sundries	165.36	0.00	165.36
British Gas	Electric - toilets	479.69	95.93	575.62
EE	Phones	20.80	4.16	24.96
		20,043.89	519.76	20,563.65

Meeting closed 18:00hrs