



MINUTES OF THE MEETING OF ANNUAL TOWN COUNCIL MEETING HELD AT GREENACRE CENTRE, VALERIAN WAY, STOTFOLD, SG5 4HG ON WEDNESDAY 7 MAY 2025 AT 19:00

Present:

Cllr S Buck (Mayor), Cllr J Smith (Vice-Mayor), Cllr L Anderson, Cllr J Bendell, Cllr M Cooper, Cllr S Dhaliwal, Cllr S Hayes, Cllr J Headington, Cllr J Hyde, Cllr D Matthews, Cllr L Miller, Cllr B Saunders, Cllr J Talbot, Cllr B Woods, Cllr N Venneear.

Also Present:

E Payne, Town Clerk
S Riley, Public Realm Manager
1 Member of the Public (virtually)

394/25 ELECTION OF MAYOR

Cllr Buck was proposed for the position of Mayor by Cllr Smith, seconded by Cllr Headington. There were no other nominations.

Decision: It was RESOLVED that Councillor Buck was elected as Mayor for Stotfold Town Council for the term 2025-26.

395/25 ELECTION OF DEPUTY MAYOR

Cllr Smith was proposed for the position of Deputy Mayor by Cllr Headington, seconded by Cllr Hyde. There were no other nominations.

Decision: It was RESOLVED that Councillor John Smith was elected as Deputy Mayor for Stotfold Town Council for the term 2025-26.

396/25 APOLOGIES FOR ABSENCE

All members were present.

397/25 DISCLOSURES OF MEMBERS' INTERESTS AND DISPENSATIONS

There were no declarations of interest or requests for dispensations.

398/25 PUBLIC SECTION

There were no members of the public present.

399/25 MEMBERS ON OTHER AUTHORITIES

Apologies were received from CBC Ward Councillors Wightwick and Woodfine.

400/25 COUNCIL MINUTES

The minutes of the Council meeting held on 9 April 2025 were received.

Decision: It was RESOLVED that the minutes of the Council meeting held on 9 April 2025 were approved as a true record.



401/25 CLERK'S REPORT, CORRESPONDENCE RECEIVED & MATTERS ARISING FROM PREVIOUS COUNCIL MINUTES, FOR INFORMATION

The Town Clerk provided a verbal update regarding the library café. Members had previously deferred the item due to lack of interest, but recent enquiries from potential renters was noted. The Clerk proposed to include this item on the agenda for the next meeting on 25th June 2025 and to re-advertise the vacancy. The council accepted this update.

Task: Include the library café item on the agenda for the next meeting on 25th June and re-advertise the vacancy.

Task: Approach previous interested parties about readvertisement

402/25 MAYOR'S ANNOUNCEMENTS AND CIVIC ATTENDANCE

Members received the civic attendance report.

Decision: It was RESOLVED to note the Civic Attendance report.

403/25 APPOINTMENT OF COMMITTEE MEMBERSHIP AND RATIFICATION OF TERMS OF REFERENCE

403.1/25 Committee Membership

Members ratified the following committee membership and elected Chairs of committees:

Public Realm

Cllr S Buck (Chair), Cllr J Talbot, Cllr B Saunders, Cllr J Smith, Cllr L Anderson, Cllr M Cooper, Cllr J Headington, Cllr J Hyde, Cllr S Hayes, Cllr B Woods

Community Engagement

Cllr J Headington (Chair), Cllr J Smith, Cllr J Bendell, Cllr N Venneear, Cllr S Buck, Cllr S Dhaliwal, Cllr L Miller, Cllr B Woods

Building Management

Cllr D Matthews (Chair), Cllr S Hayes, Cllr J Talbot, Cllr M Cooper, Cllr J Hyde, Cllr J Bendell, Cllr N Venneear, Cllr B Saunders

Planning

Cllr L Anderson (Chair), Cllr S Hayes, Cllr J Headington, Cllr J Hyde, Cllr J Bendell, Cllr S Dhaliwal, Cllr M Cooper, Cllr B Woods, Cllr S Buck, Cllr L Miller

Governance & Resources

Cllr S Buck, Cllr J Smith, Cllr D Matthews, Cllr J Headington, Cllr L Anderson, Cllr S Hayes, Cllr M Cooper, Cllr J Talbot, Cllr J Bendell

The Chair of Governance and Resources will be elected at the first meeting of the committee.

Decision: It was RESOLVED to agree the committee membership as outlined above, with the Chairs of Committees confirmed and elected.

Task: Update all relevant information including website with the new committee structure and committee chairs



403.2/25 **Terms of Reference**

The council ratified the terms of reference for the following committees:

- Public Realm
- Buildings Management
- Community Engagement
- Governance & Resources
- Planning

Amendments and updates were made to ensure clarity and conciseness. Specific discussions included the delegation of responsibilities for litter bins, bus shelters, and seats, and the addition of the Chapel lease to Buildings Management.

Decision: It was **RESOLVED** to ratify the terms of reference for the committees, including amendments and updates.

Action: All Terms of Reference to be updated on the website.

404/25 **REPRESENTATIVES ON OUTSIDE BODIES**

Representatives for various outside bodies were confirmed.

Community Governor for St Mary's Academy – Cllr L Anderson
Community Governor Etonbury Academy – Cllr J Bendell
Stotfold Football Club Committee – Cllr J Smith and Cllr S Dhaliwal
Mossman Management Committee – Cllr B Saunders
Stotfold Bowls Club Committee – Cllr M Cooper
Stotfold Scouts Committee – Cllr J Talbot and Cllr N Venneear
Trustees of the Eleemosynary Charity of William Field – Cllr J Hyde (2025-2029) and Cllr S Hayes (2022-2026)
Bedfordshire Association of Town & Parish Councils – Cllr J Smith, Cllr J Bendell and Cllr Buck.

Cllr Hyde advised the meeting that her term as a trustee was due to expire in November 2025 but to coincide with the Council year, the appointment as a trustee should be from May, with any appointment ratified by the Annual Town Council Meeting. The Clerk advised Members that they were seeking advice on what would happen in the event of a council appointed trustee no longer being a member of the Town Council. Cllr Hyde advised that the Town Council had previously agreed that council appointed trustees would continue to remain trustees even if they were no longer councillors.

Decision: It was **RESOLVED** to ratify representatives for the outside bodies.

Action: All relevant information to be updated to reflect any changes.

405/25 **MEMBER REPRESENTATIVES ON THE TOWN COUNCIL**

Member representatives were appointed to the following positions:

- **Police Priority Setting:** Councillor J Talbot and Councillor N Venneear
- **Highways:** Councillor J Smith
- **Tree Warden:** Councillor M Cooper



Decision: It was **RESOLVED** to ratify the representatives to council positions.

406/25 CALENDAR OF MEETINGS 2025-26

Members received the calendar of meetings for 2025-26 and were advised that the date for the Annual Town meeting in 2026 had been brought forward a week, to ensure a week's gap between it and the annual town council meeting, thus avoiding a busy period for agendas. The council approved the amended calendar.

Decision: It was **RESOLVED** to adopt the calendar of meetings for 2025-26.

Action: Website to be updated with new council meeting dates

Action: Calendar invitations to be sent to all councillors with meeting dates.

407/25 TOWN COUNCIL POLICIES

The council noted the Town Council's adopted policies and their review dates.

Decision: It was **RESOLVED** to note the Town Council's adopted policies and their review dates.

408/25 COMMITTEE MINUTES

408.1/25 Public Realm Committee - 16 April 2025

The Public Realm Committee meeting minutes from 16 April 2025 were received. There were no recommendations from that meeting.

Decision: It was **RESOLVED** to note the minutes of the Public Realm Committee meeting held on 16 April 2025.

409/25 FINANCE & RISK MANAGEMENT

Members received the following reports:

- a) Subscriptions and regular payments for 2025-26
- b) Expenditure for March 2025
- c) Income received during March 2025
- d) The year-to-date income and expenditure report and Earmarked Reserves as at 31 March 2025

Decision: It was **RESOLVED** to

- a) **Approve the regular payments and subscriptions for 2025-26**
- b) **Approve the expenditure for March 2025**
- c) **Note the income received during March 2025**
- d) **Note the year-to-date income and expenditure report and Earmarked Reserves as at 31 March 2025.**

410/25 REPORTS

410.1/25 Community Governance Review

Members discussed the proposal from CBC to undertake a Community Governance Review. This review would potentially involve aligning parish boundaries. Members considered the proposal in the report that the parish meeting of Astwick is merged into Stotfold parish and the boundary with Arlesey is moved to align with the A507. Members expressed concern about taking on



Etonbury Woods until it was pointed out that it was only an administrative border, not a transfer of assets.

Decision: It was **RESOLVED** to respond to the CGR consultation with the proposal of changing the boundaries of Stotfold in line with report.

410.2/25 Grants Policy

Members had asked for the Grants Policy to be reviewed with recommendations from the last Town Council meeting. This included a 12-month timescale for grants to be used and for further financial information to support applications.

Decision: It was **RESOLVED** to adopt the updated Grants Policy.

Action: Update grants policy on website.

410.3/25 LGPS Pensions Discretionary Policy

Members received an updated LGPS Pensions Discretionary Policy for adoption which had been reviewed by Bedfordshire LGPS Department.

Decision: It was **RESOLVED** to adopt the LGPS Pensions Discretionary Policy.

Action: Send updated LGPS Pensions Discretionary Policy to Pensions Authority.

411/25 Town Council Insurance

The council was unable to review quotations for the renewal of the Town Council insurance as they had not been received in time. This item was deferred to a future meeting.

412/25 REPORTS FROM MEMBERS ON OUTSIDE BODIES

Reports from members on outside bodies were noted. Councillor Nigel Venneear provided a written report on the Police Priority Setting Forum, highlighting issues such as shoplifting and drug-related offences. Councillor Janice Bendell provided a verbal report on the Etonbury School Ofsted inspection, noting that it went well and was an ungraded report.

Decision: It was **RESOLVED** to note the reports.

413/25 WORK PROGRAMME

Members received the Work Programme, acknowledging the next meeting would include the annual governance and accountability review.

Decision: It was **RESOLVED** to note the Work Programme for Full Council

414/25 MEMBERS' ITEMS FOR INFORMATION PURPOSES ONLY

There were no items raised.

415/25 DATE OF NEXT MEETING

Wednesday **25 June 2025**.



416/25 CONFIDENTIAL ITEMS

In accordance with section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960, and as extended by Schedule 12A of the Local Government Act 1972, the public, including the press, were excluded from the meeting due to the confidential nature of the business to be transacted.

Decision: It was **RESOLVED** to exclude the public and press from the meeting due to the confidential nature of the business to be transacted.

416.1/25 Cemetery Mast
A confidential report on the Cemetery Mast was received by the council members.

Decision: It was **RESOLVED** to not agree to the request laid out in the report.

The meeting closed at 19:51

SIGNED BY CHAIR:

MINUTES APPROVED (date):