

Henlow Parish Council



Henlow Parish Council
Henlow Park Pavilion
Groveside
Henlow
Bedfordshire
SG16 6AP
Telephone: 01462 811800
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Website: www.henlow-pc.gov.uk

Tuesday 7th April 2026

Dear Councillor,

You are summoned to attend the meeting of the Full Council on **Monday 13th April 2026**, commencing 7.30pm at Henlow Park Pavilion, Groveside, Henlow SG16 6AP.

Members of the public and press are invited to be present and the following business will be transacted.

AGENDA

1. Apologies

To receive apologies for absence from Parish Council Members.

2. Declarations of Interest and requests for dispensations on any Items in this Agenda

To receive from Members any disclosures of personal or prejudicial interests on matters contained in the agenda.

3. Public Participation

Standing Orders will be suspended to hear representations from members of the public in respect of business on the agenda or issues they wish to raise. This must not exceed 15 minutes and limited to three minutes per speaker. This is the only time allocated for members of the public to speak.

Please note the members may not be able to answer any questions and the Clerk may be instructed to contact the member of public after the meeting.

4. Minutes

To sign as a true record and adopt the minutes of the Full Council Meeting held on Monday 23rd March 2026

5. Chair's Announcements

6. Clerk's Report

7. Reports from other Organisations on matters pertaining to Henlow

- i) RAF
- ii) Police
- iii) Central Bedfordshire Councillors

8. Planning

To consider submitting comments to the following planning applications:

- i) **Application No:** [CB/26/00237/FULL](#)
Location: 7 The Dairy, Henlow, SG16 6JD
Proposal: Single storey side and rear extensions, alterations to front bay windows, and installation of solar panels to the front.

- ii) **Application No:** [CB/TRE/26/00078](#)
Location: 2 Oak Drive, Henlow, SG16 6BX
Proposal: Works to trees protected by Tree Preservation Order BRD/1/1953/A1:
 Up to a 1m re-pollard to Rowan tree. Up to a 2.5m reduction to Cherry tree. Up to a 3m reduction to Conifer tree.

- iii) **Application No:** [CB/TRE/25/00447](#)
Location: 2 Park Lane, Henlow SG16 6AT
Proposal: Works to a tree protected by a Tree Preservation Order
 MB/96/00010/T1: Reduce the crown of the Oak Tree (T1)

- 9. **To approve new external payroll arrangement via Suffolk Association of Local Councils**
- 10. **To approve and adopt: -**
 - i) Draft Sickness Absence Policy
 - ii) Draft Disciplinary Policy
 - iii) Draft Expenses Policy
- 11. **To consider quotes for replacement of tyre swing to a basket swing at Henlow Park**
- 12. **To consider request from Clerk to Meppershall Parish Council regarding CBC 5-year land supply**
- 13. **To note update regarding BT phone and broadband contract**
- 14. **To consider re-investment of funds held in Redwood one-year bond account**
- 15. **To authorise signing of CCLA email indemnity form**
- 16. **To receive update on Parish Hall clock winding and consider quotes to automate**
- 17. **To consider request for grant funding towards permissive access at Clifton Bury Farm**
- 18. **Finance**
 - i) To note income received for March 2026
 - ii) To approve payments for April 2026
 - iii) To note bank statements and reconciliations for bank accounts as at end of March 2026
 - iv) To note net financial position as at end of March 2026
- 19. **To note items for consideration on future agendas**
- 20. **Date of next meeting**
- 21. **To consider moving to a closed session and exclude members of the public and press to discuss separate business, pursuant to s1(2) of the Public Bodies (Admissions to Meetings) Act 1960, on the grounds that the business to be transacted is confidential**
 - i) To confirm start date for Clerk's revised pay scale
 - ii) To consider update from Bidwells and solicitors regarding arrangements for sale of land at Hitchin Road, Henlow and to approve replies to CPSE enquiries
 - iii) To consider update from Weldon Beesly regarding negotiations for Lease of allotment land

E Holland
Elizabeth Holland
Clerk to Henlow Parish Council

