



Tuesday 8th September 2026

Dear Councillor,

You are summoned to attend the meeting of the Full Council on **Monday 14th September 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 speaker after the meeting.

4. Minutes

- i) To sign as a true record and adopt the minutes of the Full Council Meeting held on 3rd August 2026
- ii) To note draft minutes of Personnel Committee meeting held on Monday 7th September 2026
- iii) To note draft minutes of Finance & General Purposes Committee meeting held on Monday 7th September 2026

5. Chair's Announcements

6. Clerk's Report

7. Reports from other Organisations on matters pertaining to Henlow

- i) RAF Henlow
- ii) Police: to receive recorded crime statistics for July and August
- iii) Central Bedfordshire Ward Councillors

8. Planning Matters

To consider submitting comments to the following planning applications:

- i) Application no: [CB/26/01771/LB](#)
Location: 20 Church Road, Henlow, SG16 6AN
Proposal: Listed Building. Replacement of single glazed doors and windows to the ground floor with timber double glazed units
- ii) Application no: [CB/26/02196/FULL](#)
Location: Land at Cedar Cottage, 1 Middlefield Lane, Henlow, SG16 6PJ
Proposal: Erection of a new 4 bed dwelling with solar panels

9. Finance

- i) To note income received for July and August
 - ii) To approve payments for September
 - iii) To note bank statements and reconciliation for bank accounts as at end of August 2026
 - iv) To note net financial position as at end of August 2026
- 10. To note completion of the CiLCA qualification by the Clerk and to consider adoption of General Power of Competence with immediate effect
 - 11. To note confirmation of completion of external audit received from Mazars
 - 12. To approve arrangements for 2026 Christmas Tree
 - 13. To consider quotes for repair of lift at Henlow Park Pavilion
 - 14. To approve submission of application for re-designation of Henlow Allotments as an asset of community value
 - 15. To consider submitting comments to Central Bedfordshire Council on the proposal to introduce no waiting at any time (double yellow lines) on parts of Clifton Road, Henlow
 - 16. To note the decision by CBC to install bollards on the verge opposite Henlow Car Sales, to prevent vehicles from parking on the verge
 - 17. To consider submitting comments to Central Bedfordshire Council on their Local Transport Plan Consultation
 - 18. To consider submitting application to Central Bedfordshire Council Road Safety Partnership Scheme
 - 19. To note the contents of the ROSPA Reports relating to play equipment at Henlow Park, The Pit and The Railway and to consider the Clerk's report containing proposals for repairs and replacement
 - 20. To consider request from Henlow Hurricanes Football Club to use portable floodlights for evening training on Henlow Park
 - 21. To consider request from Henlow Cricket Club relating to potential refurbishment works to the Old Pavilion (cricket store)
 - 22. To note items for consideration on future agendas
 - 23. Date of next meeting
 - 24. 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 consider the “Best Consideration” Report and updated Stamp Duty Land Tax Report relating to the sale of land to the east of Hitchin Road, Henlow.
- ii) To approve all of the legal documentation associated with the sale of land to the east of Hitchin Road, Henlow; to authorise the signatories to execute the documentation on behalf of the Council and to instruct the Council’s solicitor to exchange and complete the same.
- iii) To approve the completion statement produced by the Council’s solicitor in relation to the sale of land to the east of Hitchin Road, Henlow and any requisite transfer of funds between the Council’s accounts including arrangements for payment of VAT.
- iv) To consider the recommendations made by the Personnel Committee at the committee meeting held on Monday 7th September 2026 as detailed in the Clerk’s confidential report

E Holland
Elizabeth Holland
Clerk to Henlow Parish Council