

Minutes of ARLESEY TOWN COUNCIL MEETING held on Tuesday 6 March 2012 at the Village Hall, High Street, Arlesey.

PRESENT:

Cllrs: N Daniels (Chairman)	M Rainbow
G Bains	Mrs J Rencontre
Ms L Clapham	Ms J Squizzoni
Mrs H Frost	Ms L Warwick
C Howitt	A White

Also present: Mrs E Hare (Town Clerk), Mrs L Rowe (Assistant Clerk), Unitary Councillors Rita Drinkwater and Ian Dalgarno and nine members of the public.

233 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr D Page and Cllr D West.

234 MEMBERS' DECLARATIONS OF INTEREST

Item 12 (c) Application for Financial Assistance 2011/2012 – Cllr Mrs H Frost declared a prejudicial interest as she is Church Warden for St Peter's Church. Cllr Frost took no part in the discussion or voting.

Item 28 – Arlesey Nursery School and Childcare Centre – Cllr Mrs H Frost declared a personal interest as she is a Town Council Representative Governor of the Nursery School

There were no other declarations of personal interests received.

There were no other declarations of prejudicial interests received.

235 CHAIRMAN'S ANNOUNCEMENTS

Before the Chairman made the following announcements he informed Members that Mr Elliott, council had approved to be co-opted at the last meeting would not be joining the Council.

(a) Correspondence from Glebe Meadows

The Chairman read out to the meeting a letter from Glebe Meadows Management Group, which thanked the Town Council for the donation of 50 hedging whips.

(b) Bikeability Courses for the Community

The Chairman informed Members that Central Bedfordshire Council were running Bikeability sessions at the Community Centre on Monday 2 April 2012

(c) Annual Town Meeting – Monday 12 March 2012

The Chairman reminded Members that the Annual Town Meeting is to be held on Monday 12

March 2012 at 7.00pm in the Village Hall and would like their support on the evening.

(d) CBC – Helping people keep warm and healthy in their homes

Copies of the leaflets have been placed in councillor's individual trays

(e) CBC News Release – HM Lord-Lieutenant of Bedfordshire

Copies of the news release have been placed in councillor's individual trays.

(f) CBC Budget 2012 – Making your money count

Copies of the news release have been placed in councillor's individual trays.

(g) CBC News Release – Council tax frozen

Copies of the news release have been placed in councillor's individual trays.

(h) New Councillor Induction Training

Details of 'New Councillor Induction Training' have been placed in councillor's individual trays. Would Members please return their completed forms to the Town Clerk in order that places can be booked.

(i) CBC News Release – Councillors commit to transparent plan-making process

Copies of the news release have been placed in councillor's individual trays.

236 HIGHWAYS

Steve Lakin from Central Bedfordshire Council's Sustainable Transport Team spoke to the meeting on the new improvements for pedestrians and cyclists identified in the Local Area Transport Plan. He gave details on the various Arlesey LATP Schemes and added that his colleague Ann Rowland was responsible for helping with design. A cycling network hierarchy for Arlesey and Stotfold was identified in 2009 as part of a process undertaken across the whole of Central Bedfordshire. The other significant issue within Arlesey is the displacement of commuter parking from the station, which is affecting residential areas causing problems of accessibility with parked vehicles on the footway and impacts on the safety of people crossing roads in between parked cars. The programme is designed to address these and other issues including improvement schemes to be delivered over a three year period. Some funding will come from contributions from developers. Some of the crossing links for schools were started to be implemented during 2011/2012. He apologised that the Town Council has not been advised in advance and the consultation had failed over the recently installed cycle route signage.

The Chairman thanked Steve Lakin and Ann Rowland for attending the meeting.

237 POTENTIAL DEVELOPMENT SITE HIGH STREET

Geoff Evans from the Grand Union Housing Group came along to the meeting to consult with the Town Council on the topic of a potential development site in the High Street, which Aragon Housing Association and a private owner are looking to develop. It was to get the Town Council's views for affordable housing on the site either side of the footpath.

The Chairman added the previous developer had applied for right of access over the footpath and this was approved for one property. If planning was approved the new developer would

have to apply for right of access again and there would be several other issues that would have to be considered, as the footpath is only one way. With a proposal for several homes this would increase traffic onto a congested area of the High Street. Parking in the area would be another issue because houses would be close to the recreation ground.

The Chairman thanked Geoff Evans for attending the meeting.

238 PUBLIC PARTICIPATION

There was no public participation.

239 MINUTES OF THE PREVIOUS MEETING

Members received a copy of the minutes of the Town Council meeting held on 7 February 2012.

It was RESOLVED

that the minutes of the meeting of the Town Council held on 7 February 2012 be confirmed and signed by the Chairman as a true record.

240 MATTERS ARISING

There were no matters arising from the previous meeting.

241 BEDFORDSHIRE POLICE

(a) Report from our local PCSO

There was no report sent in for this meeting

(b) Crime Prevention for the Elderly & Vulnerable in your Area

Members had received a copy of correspondence from Bedfordshire Police asking for the Council's assistance in identifying appropriate residents to receive their service.

It was RESOLVED

to advertise the letter for Crime Prevention for the elderly and vulnerable on the website, in the Resource Centre, the Health Centre and at the Annual Town Meeting

242 REPORTS FROM CENTRAL BEDFORDSHIRE COUNCIL REPRESENTATIVES

Unitary Councillor Rita Drinkwater reported:

- § On the RAF Henlow directional signs request to change the existing signs to Henlow camp from the A507 to the A600
- § A working group is being formed to review ways of increasing public attendance at the Let's Talk Central meetings
- § There will be a Conference in May just for Town Councils

Unitary Councillor Ian Dalgarno reported:

- § He attended the Development Management Committee meeting on 29 February when the decision was made to approve the planning application 197 Hitchin Road
- § There should be yellow lines in place in Stotfold Road shortly to ease the commuter parking issues
- § Highways carried out road repair work in Church End. Further work will be carried out in March
- § The Safety Advisory Group are holding road shows on 14 – 16 March to offer free guidance on planning and organising street parties or other community events to celebrate the Diamond Jubilee

243 SCHOOL/NURSERY GOVERNOR REPORTS

Cllr Mark Rainbow gave a report as School Governor representative for Gothic Mede Lower School:

- § Larger area required for fire evacuation points
- § The Head has requested hand rail on the footpath at the side of the Community Centre building

Cllr Mrs Helen Frost reported as School Governor representative for the Nursery School that she was aware a letter had been sent in to Council to consider an alternative evacuation point.

244 FINANCE

(a) Budget Summary of Income and Expenditure – January 2012

Prior to the meeting Members received a copy of the detailed Income and Expenditure for January 2012.

It was RESOLVED

that the detailed report of Income and Expenditure for Month 10 – January 2012 be accepted

(b) Petty Cash for January 2012

Prior to the meeting Members received a copy of the petty cash details for the Resource Centre and the Town Council for month 10 – January 2012

It was RESOLVED

to approve the petty cash for the Resource Centre and the Town Council for month 10 – January 2012

Cllr Mrs H Frost took no part in the voting on the following item

(c) Application for Financial Assistance 2011/2012

The Chairman reported that this Financial Application from St Peters Church, Arlesey, had

been recommended for further discussion by the General Purpose & Finance Committee at the meeting held on 21 February 2012 – (minute number 78)

He added that St Peter's Church is used for many community events and civic functions and open to the whole community of Arlesey. Members of the Church have already carried out considerable fund raising events for the urgent repair work to the Chancel roof.

It was proposed to give financial assistance of £1,000

It was RESOLVED

to give a donation of £1,000 towards the repair work of St Peters Church, Arlesey

Granted in accordance with the Local Government Act 1972 s 137

245 YOUTH COUNCIL REPORT

The Chairman read out to Members a report on Arlesey Youth Council from Nicola King the Youth Participation Officer for Aragon Housing Association.

It was AGREED to note this report

246 LOCAL DEVELOPMENT FRAMEWORK – MASTERPLAN

The Chairman gave the latest update to Members on the Masterplan. The Planning Officers are meeting with the Consortium next week together with the Master Planners. The Town Council will hopefully be provided with a full update and dates for meetings.

It was AGREED to note the report

247 DIAMOND JUBILEE CELEBRATIONS

(a) To receive a report from the meeting held on Monday 27 February 2012.

Prior to the meeting Members received a copy of the report from the Diamond Jubilee meeting held on Monday 27 February 2012. Cllr Howitt reported that the Jubilee Committee agreed the children should receive coins up to the Middle School level. These would be funded by the Town Council. Volunteers are needed for the Children's Party and leaflets will be distributed advertising this event. Cllr Lorraine Warwick and the Town Council staff volunteered to help. If there were any profits from the evening event this would go to the Mayor's charity.

It was AGREED to note the reports

(b) Highways – Proposed Temporary Road Closures – Street Parties in celebration of the Queen's Diamond Jubilee

Prior to the meeting Members received a copy of correspondence from Highways regarding Proposed Temporary Road Closures for Street Parties in celebration of the Queen's Diamond Jubilee

It was AGREED to note this information

(c) To discuss some suggestions made by the Diamond Jubilee

Cllr Howitt proposed the Town Council should give the children coins. Ideas for a slogan to go on the back of the coins were invited from Members

It was RESOLVED

**to give coins to Arlesey children in celebration of Her Majesty's Diamond Jubilee
248 TOWN ENTRANCE GATES**

Cllr Mrs J Rencontre reported that she had received a list of the businesses from the office. She said she had visited some businesses and had very positive results. She was delighted that she should receive confirmation next week from one business who has pledged a large donation, will also design the entrances and locate the Arlesey White bricks.

The Chairman thanked Cllr Mrs Rencontre for her fund raising work.

249 RESOURCE CENTRE REPORT

Prior to the meeting Members received the quarterly report from the Resource Centre Manager. The Chairman added that the monthly visits from Central Bedfordshire Libraries continue to aid with stock rotation and new books and the use of the centre continues to increase month on month.

It was AGREED to note the quarterly report from the Resource Centre Manager

250 CEMETERY

(a) Members to receive a report from the Chairman

The Chairman gave a report on the meeting with Justin Smith, Technical Director of CDSL who was working with the Environment Agency (EA) on behalf of the Town Council. The current cemetery will shortly be reaching the 30meter exclusion zone from the existing ditch. This is dictated by the EA because of the water table level. It was proposed that the land on the opposite side of the brook could be instated for a new burial site. Some recent pits and investigations were undertaken demonstrating that there was no ground water within 3 metres of the surface; this was presented to the EA. Further detailed ground water investigations may need to be undertaken to ensure that no burials are carried out near to the presence of ground water. This exercise would require long term detailed monitoring, and could cost up to £3,000. It was suggested that the council approach the EA for a 10 metre dispensation if a mitigation or management programme was implemented to reduce burial density and have a temporal and spatially managed burial. If this approach is not acceptable then boreholes will have to be installed and monitored for at least 12 months.

The Chairman then referred to the memorials due to certain forum activities. These were leading to misinformation being given out on the memorial headstones, specifically why they may move. The main reason is that memorials are not necessarily placed on virgin ground and so there will inevitably be some settling, and not because the ground is waterlogged, a common misconception. He added that there had been no complaints that we know of. The Town Council will ensure that in future stonemasons will have passed their NAMM or BRAMM installation tests.

It was RESOLVED

to negotiate a managed burial scheme within the 30 metre exclusion zone

(b) Members to review the Cemetery Notice Board Rules and Regulations.

The Chairman asked Members to approve the addition to the shortened version of the Cemetery Rules and Regulations that is displayed on the notice board at the cemetery. In light of problems that had occurred it was recommended at the Property Committee meeting held on 21 February 2012 (minute number 80 (b)) that clause 3.8 - "No photographs may be taken in the cemetery without the prior consent of the Council and where applicable the holder of the deed of the Exclusive Right of Burial." - from the full Cemetery Rules and Regulations be added to the shortened version.

It was RESOLVED

to approve the addition to the shortened version of the Cemetery Rules and Regulations that is displayed on the notice board at the cemetery of "No photographs may be taken in the cemetery without the prior consent of the Council and where applicable the holder of the deed of the Exclusive Right of Burial."

251 CORRESPONDENCE – LOCAL LETTINGS POLICY

Prior to the meeting Members received a copy of the draft policy proposed by Central Bedfordshire Council on new Local Lettings Policy for allocation or letting to new homes on rural exception sites in Central Bedfordshire. The Chairman added that all Members had received a consultation form and said it closes on 9 May 2012.

It was RESOLVED

that Member's would complete their consultation forms and return them to the Clerk to forward them to Central Bedfordshire Council

252 INTERNAL AUDIT CONTROL – TERMS OF REFERENCE

Cllr Gursh Bains gave a report and recommendations on reviewing the internal audit testing Terms of Reference schedule. He proposed changes to the Terms of Reference to encompass certain areas like corruption, governance overview (are controls in place to ensure Members interests are recorded correctly and does the Council comply with the Data Protection Act and the Freedom of Information Act) and is there a business continuity plan in place (in the event of an office fire or IT failure).

It was RESOLVED

to amend the Terms of Reference to encompass the proposals made by Cllr G Bains.

253 REVIEW OF THE EFFECTIVENESS OF INTERNAL AUDIT

(a) Cllr Gursh Bains to give a report on the effectiveness of internal audit carried out on 25 February 2012

Cllr Bains reported that the minimum requirement is for an internal audit to be undertaken once a year the Council had already approved to have two a year. He said that having carried out a review of the effectiveness of internal audit there were some areas he proposed that the internal auditor should be asked to look at when the second audit is undertaken. These included the new allotment site to ensure the fees are set correctly, collection of deposits and

human resources.

It was RESOLVED

to approve the report on the Effectiveness of the Internal Audit

(b) Cllr Gursh Bains to report and recommend areas for development for the review of effectiveness of internal audit

Cllr Bains reported that he had reviewed the effectiveness of the internal audit and made the following recommendations. Under 'Meeting the Standards' areas for development included: explicit reference to corruption, governance overview and business continuity in the Terms of Reference; induction and planning training required for new councillors; a formal minute approval of the audit plan; councillors to have greater input into the audit planning process and audit coverage to include such areas as Freedom of Information requests and human resources etc.

Under 'Characteristics of Effectiveness' areas for development included: internal audit planning risk assessment to be shared with councillors; internal audit to be requested to provide assurance opinions in key areas of the Council business; internal audit to be requested to produce Management Action Plans; internal audit to be requested as part of their planning process how they will add value to the Town Council; councillors to have more input into the internal audit coverage to ensure it is forward looking and takes into account development in the service, e.g. new allotment site.

It was RESOLVED

to approve the areas for development for the review of effectiveness of internal audit as recommended by Cllr Bains

254 RISK ASSESSMENT AND MANAGEMENT 2012/2013

Prior to the meeting Members received a copy of the Risk Assessment and Management Policy.

Cllr Bains recommended that this should be reviewed at the next General Purpose & Finance meeting.

It was RESOLVED

that the Risk Assessment and Management 2012/2013 should be reviewed at the General Purpose & Finance Committee meeting on 20 March 2012

255 DEVOLVED SERVICES

The Chairman gave details of financial information for grass and hedge cutting services to be devolved from Central Bedfordshire Council. These services were being passed to the Town Council as they are in areas that can be managed by Town Council grounds staff. The total m2 grass area is 2758 m2 in Chase Hill Road and Lymans Road and the total hedges 41m for £406.21 per annum. The Clerk added this was a local agreement not a service level agreement. A member asked if there would be any additional inflation to the present amount.

It was RESOLVED

to accept the amount of £406.21 offered for the devolved grass and hedge cutting services from 1 April 2012

256 RAF HENLOW DIRECTIONAL SIGNS

The Town Council has been consulted regarding a request to change the existing directional signs to Henlow camp from the A507 to A600. Members had a lengthy discussion and felt there were no comments to make.

It was RESOLVED

to respond to the consultation with no comments

257 REPAIRS AND MAINTENANCE AT ARLESEY COMMUNITY COMPLEX

The Chairman gave details of the proposed repairs and maintenance works and costs involved to the Town Council. He said that officers from Central Bedfordshire Council had had a meeting with the Town Clerk in January about the necessary repairs to make the building watertight and to comply with DDA regulations. Until then the Town Council had no idea of the costs involved and did not know that they would be asked to contribute towards the repairs.

The Chairman said that he and the Town Clerk had sought advice from the Council's solicitor and they had confirmed that Central Bedfordshire Council could ask for a contribution from the Town Council. Because of the substantial cost involved the Town Council may have to obtain a loan from the Public Works Board. Members proposed to look at the costs involved at the next General Purpose and Finance Committee meeting.

It was RESOLVED

to look at the costs in more detail at the next General Purpose & Finance Committee meeting

258 STAFF STRUCTURE

The Chairman asked Members to approve the Staff Structure document as recommended at a meeting held on 21 February 2012 by the General Purpose & Finance Committee – (minute number 79). He said this would be added to the website.

It was RESOLVED

to approve the Staff Structure document as recommended at a meeting held on 21 February 2012 by the General Purpose & Finance Committee

259 LONDON LUTON AIRPORT

The Chairman reported that London Luton Airport Ltd (LLAL) commenced a consultation on 13 February 2012 with residents and businesses across the region on important potential changes within the airport. The project, known as *futureLuToN:Optimisation* is aimed at increasing the capacity of the airport and involves better use of the infrastructure within the existing boundary and existing runway. Representatives of the Parish Councils within Central Bedfordshire are invited to a private briefing on 22 March 2012.

It was RESOLVED

that Cllr Daniels attend the private briefing on 22 March and if he is unable to attend Cllr Howitt would attend instead

260 ARLESEY NURSERY SCHOOL AND CHILDCARE CENTRE

The Chairman read out to the meeting correspondence received from Arlesey Nursery School concerning their procedures for evacuation. Currently Council has given permission for them to use the MUGA car park as a temporary safe haven and would like an alternative building to evacuate to if necessary. Members proposed that Arlesey Nursery School could use the Village Hall as an alternative to the MUGA car park in the event of an emergency evacuation.

It was RESOLVED

that approval is given to Arlesey Nursery School to use the Village Hall as a temporary safe haven in the event of an emergency evacuation

261 REQUEST TO USE THE RECREATION GROUND

Members had received a copy of correspondence asking to use the recreation ground. There was a discussion as to whether this would be feasible with the football season still on going and whether a charge should be made. Members suggested that the Town Clerk makes enquiries to Arlesey Town Youth Football Club as to when their season finishes ascertaining whether it is feasible to hire out the recreation ground.

It was RESOLVED

that the Town Clerk checks when the football season will finish and should they still wish to hire set the daily charges.

262 ARLESEY RESIDENTS ASSOCIATION

Members had received a copy of correspondence received from Arlesey Residents Association. The Chairman said that there were two alternatives open to Members regarding this request. The Clerk could provide all the information asked for or it could be refused because it is considered a vexatious request.

He said that the Freedom of Information guidelines state that if a request is obsessive, harassing, imposes distraction, causes disruption or annoyance then no information needs to be disclosed. After a lengthy discussion Members voted against giving the information requested to the Arlesey Residents Association.

It was RESOLVED

not to give the information requested to the Arlesey Residents Association as it was felt that it was vexatious.

263 MINUTES FROM COMMITTEES

Members received reports from the following Committees:

Environmental Committee – 21 February 2012

Property Committee – 21 February 2012

General Purpose/Finance Committee – 21 February 2012

It was RESOLVED

that the minutes of the above committees are accepted and these would be approved and signed by the Chair of those committees at their next meeting

264 REPRESENTATIVES' REPORTS

Cllr Linda Clapham gave a report on the Safety Group meeting held on 22 February 2012. She said that it would appear that the Arlesey Residents Association was trying to amalgamate Neighbourhood Watch and the Safety Group with themselves. By doing this it would preclude any Town Council representatives being able to attend Safety Group meetings as the Arlesey Residents Association's constitution states that no Member or staff of Arlesey Town Council can attend their meetings. She was so intimidated by the Chairman of the Safety Group that she left the meeting before it had finished.

CHAIRMAN