

Minutes of the meeting of **ARLESEY TOWN COUNCIL** held in the **Village Hall, Arlesey** on **Tuesday 6 September 2011**.

PRESENT:

Cllrs: N Daniels (Chairman)

D Page

Mrs H Frost

M Rainbow

C Howitt

A White

Mrs Elsie Hare (Town Clerk), Mrs Lesley Rowe (Assistant Clerk), Central Bedfordshire Councillors Mrs R Drinkwater, I Dalgarno and eleven members of the public

Before the Chairman's Announcements Cllr N Daniels allowed Cllr H Harper to speak to those present. He said he had tendered his resignation in writing and handed it in to the office prior to the meeting. As he left Cllrs Mrs D Archer, I Dalgarno Mrs C Harris, R Harris handed in letters of resignation. Cllr Mrs L Bowskill gave a verbal resignation. They remained at the meeting in the public seating area, except Cllr I Dalgarno who took up his position beside Cllr Mrs R Drinkwater as Ward Councillor.

Cllr Daniels said that it was with deep regret that Cllr Harper had made the decision to resign. He has done a tremendous job as Chairman and thanked him for his effort and hard work.

67 APOLOGIES FOR ABSENCE

An apology for absence was received from Cllr D West.

68 MEMBERS' INTEREST

Cllr Mrs H Frost declared a personal interest in agenda item 14 St Peter's Church, Arlesey, as she is Church Warden of St Peter's Church. Cllr Mrs Frost took no part in the discussion or voting.

There were no other declarations of:

(a) Personal interests

There were no declarations of:

(b) Prejudicial interests

69 CHAIRMAN'S ANNOUNCEMENTS

The Chairman made the following announcements:

(a) Let's Talk Central – Big Library Debate

A copy of this document has been placed in councillors individual trays

(b) CBC – Registration Service

A copy of the information on the Registration Service has been placed in councillors individual trays

(c) Ward Member and Town & Parish Councillor Training Event

All councillors were sent a copy of the invitation to the Planning Training event taking place at Central Bedfordshire Council

70 ARLESEY YOUTH COUNCIL

Nicola King, Youth and Community Participation Officer for Aragon Housing Association gave an update for Arlesey Youth Council. She reported after receiving support from Arlesey Town Council there followed a period of consultation with young people. The consultation with 207 young people from Etonbury and Samuel Whitbread Schools provided a good base structure. The feedback was mainly positive and young people were interested in setting up a group. There are currently five young people from Arlesey who have been working with the youth worker to set up Arlesey Youth Council and the meetings have been taking place during the summer months. Changes at Central Bedfordshire Council have impacted on the delivery and in some areas of work where support is needed. The future pace is to set up a meeting with young people and councillors to discuss expectations and invite a young person to report to Council on youth matters by the end of 2011.

Cllr Daniels thanked Nicola King for her report and proposed that two councillors should meet with her and the five young people once a month.

It was RESOLVED

Cllr Mark Rainbow and Cllr Andy White attend the monthly Youth Council meetings

71 PUBLIC PARTICIPATION

There was no public participation for this meeting.

72 MINUTES OF THE PREVIOUS MEETING

Members' received a copy of the minutes of the Town Council meeting held on 5 July 2011.

It was RESOLVED

that the minutes of the meeting of the Town Council held on 5 July 2011 be confirmed and signed by the Chairman as a true record.

73 MATTERS ARISING

There were no matters arising from the last meeting.

74 POLICE - REPORT FROM OUR LOCAL PCSO

The Chairman reported that PCSO Ann Jeeves was unavailable to give her report for July and August 2011. She had sent her apologies and a written report which has been placed in councillors personal trays.

75 REPORTS FROM CENTRAL BEDFORDSHIRE COUNCIL REPRESENTATIVES

Cllr Mrs R Drinkwater for Central Bedfordshire Council reported:

- § CBC is going through a budget setting process. There will be a consultation with the taxpayers and their views will go back into the Budget Process
- § All Town and Parish Councils are being consulted on Parking Management for

§ The Town and Parish Councils are being consulted on parking management for Central Bedfordshire. Please submit your comments

§ There will also be a Highways Maintenance Consultation about footpaths.

76 SCHOOL/NURSERY GOVERNOR REPORTS

Gothic Mede Lower School: Cllr Rainbow said he was unable to attend the last meeting.

Arlesey Nursery School: Cllr Mrs Helen Frost reported that the roof work that was being carried out on the Nursery School has been completed and the nursery will be back to normal next week

77 STANDING ORDERS

The Chairman reported that an amendment is required to the current Standing Orders adopted on 17 May 2011 under item 19 Accounts and Financial Statement. An addition needs to state the number of signatories required for the bank mandate. With the new council from May a new bank mandate must be set up. It was proposed to include this item.

It was RESOLVED

to include under item 19 Accounts and Financial Statement, to add c. Assistant Clerk only has authority to sign cheques if the Clerk is absent, together with two signatories from Members (from a mandate of eight signatories)

78 FINANCE

(a) Detailed Income and Expenditure for June 2011

Prior to the meeting Members received a copy of the detailed Income and Expenditure for June 2011.

It was RESOLVED

that the detailed report of Income and Expenditure for Month 3 – June 2011 be accepted

(b) Petty Cash for June 2011

Prior to the meeting Members received a copy of the petty cash details for the Resource Centre and the Town Council for month 3 – June 2011

It was RESOLVED

to approve the petty cash for the Resource Centre and the Town Council for month 3 – June 2011

(c) Detailed Income and Expenditure for July 2011

Prior to the meeting Members received a copy of the detailed Income and Expenditure for July 2011.

It was RESOLVED

that the detailed report of Income and Expenditure for Month 4 – July 2011 be accepted

(d) Petty Cash for July 2011

Prior to the meeting Members' received a copy of the petty cash details for the Resource Centre and the Town Council for month 4 – July 2011

It was RESOLVED

to approve the petty cash for the Resource Centre and the Town Council for month 4 – July 2011

(e) Financial Assistance

Members were asked to approve the Financial Assistance grant of £50.00 for Mid Beds Link-a-Ride Community Transport as recommended at the General Purpose & Finance Committee meeting held on 19 July 2011 (minute number 19)

RESOLVED

to approve a grant of £50.00 for Mid Beds Link-a-Ride Community Transport towards the day to day running of the service.

This is awarded under the provision of the Transport Act 1985

(f) Bank Mandate

The Chairman said in the light of this evening's resignations the previously proposed signatory details will need to be reviewed at the next Town Council meeting.

It was RESOLVED

to include the Bank Mandate on the next agenda

(g) Accounts for Payments

The following schedule of the July/August accounts due for payment were presented to members for approval

CEMETERY

	Staff month 5– Property	463.37
Shanks	Refuse collection	75.74
M Rainbow	Cuts 8, 9, & 10	315.00
M Rainbow	Phase 2 – cut 2	170.00
Total	Petrol for equipment	2.61
Travis Perkins	Materials to paint cemetery railings	77.13
Ernest Doe	2 Stroke oil for equipment	

VILLAGE HALL

	Staff - litter pick month 5 – Property	98.02
	Staff month 5 – Property	100.30
Caretaker	Month 5	375.00
Travis Perkins	Paint for office railings	17.98
CBC	Apportionment charge 6 months 31/3/2011	6,233.44

MUGA

	Staff month 5 – Property	96.02
Total	Petrol for equipment	2.59
Travis Perkins	Emulsion paint for MUGA	73.80
EON	Electricity	141.45
Stadia Sports	Goal posts	468.00
Ernest Doe	2 Stroke oil for equipment	

6.39

ALLOTMENTS

	Staff month 5 – Property	107.02
Total	Petrol for equipment	2.59
Ernest Doe	2 Stroke oil for equipment	6.39

ENVIRONMENTAL

	Staff month 5 – Environmental	382.93
EON	Electricity – street lights	203.08
Total	Petrol for equipment	2.61
M Rainbow	Cuts 8, 9 & 10 Rec Grd/Play area	315.00
Travis Perkins	Rollers to paint skate park	36.40
County Mulch	Bark for play area	193.20
JRB Enterprise	Doggie bags	
Ernest Doe	2 stroke oil for equipment	6.41

43.91

G P & F

	Staff - Town Centre month 5	181.18
4,674.00	Staff month 5	
1,393.16	PAYE/NIC month 4	
	Superannuation month 5	972.24
4thenet	Internet	20.41
C Dillingham	PA System for Fun Day	100.00
CBC	Library cards RC	33.28
Raptor Foundation	Donation – Fun Day	50.00
Frontline Recovery	MOT and repair for MOT for TC vehicle	436.00
Colin Ross	Protective Clothing	220.50
Harrisons	Repair to CCTV	78.00
8,269.34	WPS Insurance Annual insurance	
M J Ryalls	Materials for cycle racks	18.35
Ernest Doe	2 stroke oil for equipment	6.40
Gresswell	Leaflet troughs RC	65.17
Herts CC	Stationery TC	52.14
Total	Petrol for equipment	2.60
Abacus	Photocopier July	50.09
Hire & Buy	Generator Fun Day	72.00
Abacus	Ink cartridges RC	67.99
Abacus	Upgrade to TC computers	456.00
WPS	Vehicle Insurance	542.33
Abacus	Ink cartridges TC	113.65
M Rainbow	Cuts 8 & 9 verges	800.00
ICO	Data Protection	35.00
Petty Cash	Town Council	76.26

N Jarman

Return Deposit

50.00

It was RESOLVED

to approve payment of the accounts on the schedule

79 ANNUAL MAINTENANCE CONTRACT – RESOURCE CENTRE

The Chairman reported that the annual maintenance contract for the computers and printers in the Resource Centre was recommended for approval by the Town Council at the General Purpose & Finance Committee meeting held on 19 July 2011 (minute number 21).

It was RESOLVED

to approve the Annual Maintenance Contract for the computers and printers for the Resource Centre

80 EMPLOYMENT CONTRACT

The Chairman reported the employment contract and job description for the Caretaker for the Village Hall and Resource Centre was recommended for approval by the Town Council at the General Purpose & Finance Committee at the meeting held on 19 July 2011 (minute number 22).

It was RESOLVED

to approve the employment contract and job description for the Caretaker for the Village Hall and Resource Centre

81 ST PETER'S CHURCH, ARLESEY

The Chairman reported he had received some information on the inspection concerning repair work to St Peter's Church, Arlesey. There are two main issues needing investigation one the condition of the timber frame within the roof, and the second, there is a slight lateral and vertical displacement of the Chancel gable wall. This may need a distortional survey. The investigation will take two days and will cost £2,000.

Cllr Mrs Frost reported the church did not approach the Town Council for funding as this had already been raised.

The Clerk added that Cllr Hugh Harper had ask for this to be included as an agenda item to inform councillors of the impending repair work

It was RESOLVED

no action to be taken

82 TOWN COUNCIL WEBSITE

(a) The Chairman asked members to consider the proposal submitted by Duntech to develop the Town Council's website in a new format. He asked if members had received a copy of the proposal prior to the meeting.

The Clerk said the office had one query which had been answered, that the staff can keep the website up to date with current Town Council information.

It was RESOLVED

to approve the proposal from Dunteck to develop the Town Council website

(b) The Chairman said a copy of the correspondence concerning website and email links on the Town Council's website had been circulated prior to the meeting. The aim is to create a local directory to include Town Council information.

It was RESOLVED

to get advice from the provider of the new website

83 FAIRFIELD PARK BUS SERVICE

Cllr Ian Dalgarno, as a Central Bedfordshire Councillor, gave a report on the meeting held on Wednesday 17 August 2011 in which the Fairfield Park bus service was discussed. He said the meeting was to canvass the opinions of councillors and residents of Fairfield Park to open West Drive for buses. There will be further discussions to decide a way forward.

It was AGREED to note the report from Cllr Dalgarno

84 ALLOTMENT SITE – STOTFOLD ROAD

The Chairman reported that quotations were being obtained from ground workers to install the water pipes and for clearing the ground in preparation for the allotment site to be ready for next spring's cropping. The quotations will be considered at the next Property Committee meeting.

It was AGREED to note the report

85 ARLESEY YOUTH CLUB

The Clerk reported that Make a Difference (MaD) had taken over the running of the Arlesey Youth Club. Stuart White is the Youth Programme Manager and will keep Council informed of youth activities. A letter had been received from Mr White requesting permission from the Town Council to hold a skate event on the Skate Park on Saturday 17 September from 1pm to 5pm. A risk assessment will be sent to the office before the event.

It was RESOLVED

to give permission to Make a Difference to hold the skate event on the Skate Park on Saturday 17 September 2011

86 CORRESPONDENCE – BEDFORDSHIRE POLICE

The Chairman reported that all Members would have received a copy of the short article that had been received from the Bedfordshire Police Authority. This outlines the changes taking place to the Bedfordshire Police Force and is for information only but there is an online survey for Members to complete.

It was AGREED to note details of the changes taking place to the Bedfordshire Police Force

87 HER MAJESTY THE QUEEN'S DIAMOND JUBILEE

The Chairman reported that businesses and organisations in the town had received a letter from the Town Council to invite them to be involved with a project to celebrate the Diamond Jubilee. The Clerk said some organisations had expressed an interest to be involved. The Chairman proposed that a committee should be formed so that the project can get started.

It was RESOLVED

that Cllrs Mrs Helen Frost, Chris Howitt, Mark Rainbow and Andy White are committee members for the Diamond Jubilee project

88 CENTRAL BEDFORDSHIRE COUNCIL

The Clerk reported she had accompanied Cllr Harper to a meeting held at the Central Bedfordshire Council offices on Monday 22 August 2011, which was to discuss devolved services to the Town Council.

Initially, it was suggested that CBC could take over the Town Council's street lights in return for the Town Council to cut their grass areas in the town. But we were informed that a survey had been carried out on the Town Council's street lights. The survey had verified that some lights are old and to modernise, repair or replace them would be too costly to take on. We looked at the CBC grass areas in Arlesey and Cllr Harper thought that this could still be cut by the Town Council. The Town Council's grass cutting contractor could be approached to quote for carrying out the work.

It was AGREED to note the report

89 MEMORIAL REGULATIONS

(a) Review of the Regulations Concerning Memorials in Arlesey Town Council Cemetery and Garden of Rest

To approve the amendment from the review to the current Regulations Concerning Memorials in Arlesey Town Council Cemetery and Garden of Rest as recommended by the Property Committee meeting held on 19 July 2011 (minute number 20 (b)).

It was RESOLVED

to approve the amendment made to the Regulations Concerning Memorials in Arlesey Town Council Cemetery and Garden of Rest

(b) Review of the Cemetery Regulations Concerning Interments

To approve the amendment from the review to the Cemetery Regulations Concerning Interments as recommended by the Property Committee meeting held on 19 July 2011 (minute number 20 (c)).

It was RESOLVED

to approve the addition made to Cemetery Regulations Concerning Interments

(c) Review of the Cemetery Rules and Regulations

To approve the amendment from the review to the Cemetery Regulations Concerning

Interments as recommended by the Property Committee meeting held on 19 July 2011 (minute number 20 (c)).

It was RESOLVED

to approve the addition made to Cemetery Regulations Concerning Interments

90 INTERNAL AUDITOR

The Chairman reported that the accountant chosen at the July meeting confirmed that she was not in a position to carry out the Town Council's internal audit due to other commitments. He added that Council must now invite another auditor from the BATPC Independent Internal Auditor list to carry out the Town Council's internal audit for the accounts 2011/2012. It was proposed that four contacts on the list would be approached to carry out an internal audit for Council.

It was RESOLVED

to write to all four of the contacts on the list of Independent Internal Auditors

91 HIGHWAYS

(a) The Chairman reported that concerns had been expressed that the carriageway patching works carried out in Stotfold Road on 2 and 3 August 2011 was not to a satisfactory standard.

It was RESOLVED

to write to Highways and express that the Town Council was not entirely happy with the patching works as they had not been completed

(b) The Chairman reported that correspondence had been received from the Highways Transportation Manager concerning the proposal to remove the Prohibition of Cycling on two lengths of footpath in Arlesey. The correspondence had been circulated to all councillors and with the comments made Cllr H Harper had written a letter to Highways on behalf of the Town Council. The Chairman read the letter to the meeting.

It was RESOLVED

that there were no further comments to make

92 CENTRAL BEDFORDSHIRE LOCAL TRANSPORT PLAN: APPENDIX F: APPROACH TO PARKING

The Chairman said all Members would have received the draft copy of the Approach to Parking that Council had received from Central Bedfordshire Council. It presents Central Bedfordshire Council's approach to parking management, which forms part of the adopted Local Transport Plan 3 (LTP3). Members views are welcomed on elements contained within the document and suggestions as to other parking issues which you may consider should be included. A questionnaire will be circulated in a few weeks and will assist in the formulation of responses. There will also be an invitation to attend workshops.

It was RESOLVED

there were no comments to be included at this time

93 GROUND STAFF DUTIES CARRIED OUT JUNE/JULY/AUGUST 2011

The Chairman said for the last few months the grounds maintenance staff had been submitting time sheets that recorded their daily duties and these were very comprehensive. It was time to look at their duties for the winter months when there will be days they will not be able to carry out outside maintenance work around the village. This will be the time to be a bit more flexible with their working hours. This will be looked at with the Clerk.

It was AGREED to note the Chairman's report

94 RESOURCE CENTRE

Prior to the meeting Members received a copy of the notes from the Resource Centre Strategy Group meeting held on 19 May 2011.

It was RESOLVED

the contents of the Resource Centre Strategy Group meeting notes for 19 May 2011 be accepted

95 MINUTES FROM COMMITTEES

Members received reports from the following Committees:

Environmental Committee – 19 July 2011

Property Committee – 19 July 2011

General Purpose/Finance Committee – 19 July 2011

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

96 REPRESENTATIVES' REPORTS

There were no reports for this meeting.

97 EXEMPT ITEM

The public and press were excluded at this point for Members to discuss the five applications sent in to fill two casual vacancies

It was RESOLVED

to exclude the members of the public and press from the meeting for consideration of the exempt item.

98 CASUAL VACANCIES

Prior to the meeting Members received copies of the five applications for consideration to co-opt two councillors on to the Town Council.

It was RESOLVED

Teresa Osborne and Judy Rencontre were suitable candidates as town councillors

CHAIRMAN