

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

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	D West
Ms T Osborne	A White
D Page	

Mrs Elsie Hare (Town Clerk), Mrs L Rowe (Assistant Clerk) Unitary Councillor Ian Dalgarno and six members of the public

156 APOLOGIES FOR ABSENCE

There were no apologies for absence.

157 MEMBERS' INTEREST

There were no declarations of:

(a) Personal interests

There were no declarations of:

(b) Prejudicial interests

158 CHAIRMAN'S ANNOUNCEMENTS

The Chairman made the following announcements:

(a) A welcome to the four co-opted councillors to the Council

Cllr N Daniels welcomed to the Town Council the four newly co-opted members Cllrs G Bains, Ms L Clapham, Ms J Squizzoni and Ms L Warwick.

(b) Correspondence from Victim support

The Chairman read a letter received from Victim Support which thanked the Town Council for supporting the charity with the donation of £100.

(c) The Arlesey Churches invitation to Arlesey Village Carol Singing

This year's Arlesey Village Carol Singing will be held in St Peter's Church on Wednesday 14 December at 7pm. The Service will be Candlelit. He added as a reminder that the Town Council's Arlesey Community Christmas Concert will be held in the Village Hall on

Wednesday 21 December 2011 at 7pm.

(d) Arlesey Meadows Children's Centre newsletter

A copy of the newsletter has been placed in councillors individual trays.

(e) Casual Vacancy

With reference to the notice of election dated 10 November 2011 confirmation has been received from Central Bedfordshire Council's Democratic Services Manager that no nominations were received, Accordingly, the Town Council may proceed to co-opt.

(f) St John's Ambulance Bedfordshire – County Carol Service

A copy of the letters advertising The St John's Ambulance Bedfordshire County Carol Service on 20 December has been placed in councillors individual trays.

(g) Poppy Appeal Collection

The Chairman informed Members that £15.71 had been raised for the Poppy Appeal in the Town Council office. The district total was £1,139.64.

(h) Correspondence received from the Stotfold and Arlesey Branch of The Royal British Legion

A letter has been received from the Stotfold and Arlesey Branch of The Royal British Legion thanking the Town Council for the generous donation of £100 to the Branch.

159 PUBLIC PARTICIPATION

There was no public participation.

160 MINUTES OF THE PREVIOUS MEETING

Members received a copy of the minutes of the Town Council meeting held on 1 November 2011.

It was RESOLVED

that the minutes of the meeting of the Town Council held on 1 November 2011 be confirmed and signed by the Chairman as a true record.

161 MATTERS ARISING

Minute number 153 – S106 Monies Due. The Clerk gave an update to the meeting on the outstanding £4,464 developer contribution not paid to the Town Council. She said the Projects Officer will submit a release application for this amount from a total of £7,231.20 which the outstanding amount could be accessed from.

162 POLICE - REPORT FROM OUR LOCAL PCSO

PCSO Laura Wilson was unavailable to attend the meeting and sent her apologies with the November crime figures report. Members received a copy of the report. The Chairman said the report stated there were 11 ASB incidents recorded for the month and read out details of other incidents during the month.

It was AGREED to note the November crime report

163 REPORTS FROM CENTRAL BEDFORDSHIRE COUNCIL REPRESENTATIVES

Unitary Councillor Ian Dalgarno reported:

- § The Council's Executive has agreed the draft budget
- § Throughout the whole budget setting process the Council were keen ensure that communities views were at the centre of their plans
- § In the draft there will be no rise in council tax in 2012/2013
- § Council will protect frontline services where possible and explore different ways of delivering services to provide better value for money
- § Council will invest more in roads and extra care schemes
- § A new style website was launched in November for ease of access and engaging with the Council
- § The Localism Bill was given Royal Assent on 15 November 2011, becoming an Act. This takes power from central government and hands it back to local authorities and communities

164 SCHOOL/NURSERY GOVERNOR REPORTS

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

- § There were 4 teachers and 4 assistant teachers that took industrial action on 1 December
- § The drainage problems are still ongoing.
- § The school has 4 special needs teachers
- § A new parent governor has been appointed
- § There were no unauthorised absences
- § The new Head Mr Archer has been with the school a year

165 FINANCE

(a) Detailed Income and Expenditure for October 2011

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

It was RESOLVED

that the detailed report of Income and Expenditure for Month 7 – October 2011 be accepted

(b) Petty Cash for October 2011

Prior to the meeting Members received a copy of the petty cash details for the Resource Centre and the Town Council for month 7 – October 2011

It was RESOLVED

to approve the petty cash for the Resource Centre and the Town Council for month 7 – October 2011

(c) Approve Budgets for 2012/2013

To approve the following proposed Committee budgets for 2012/2013

(i) To approve the proposed Environmental Committee budget for 2012/2013 of £14,839 as recommended at the meeting held on 15 November 2011 – (minute number 49)

It was RESOLVED

to approve the budget for the Environmental Committee of £14,839 for 2012/2013, subject to any further changes when setting the precept

(ii) To approve the proposed Property Committee budget for 2012/2013 of £35,718 as recommended at the meeting held on 15 November 2011 – (minute number 59)

It was RESOLVED

to approve the budget for the Property Committee of £35,718 for 2012/2013, subject to any further changes when setting the precept

Cllr Mrs J Rencontre left the meeting at this point

(iii) To approve the proposed General Purpose & Finance Committee budget for 2012/2013 of £119,750 as recommended at the meeting held on 15 November 2011 – (minute number 53)

It was RESOLVED

to approve the budget for the General Purpose & Finance Committee of £119,750 for 2012/2013, subject to any further changes when setting the precept

(d) Approve the Fees and Charges for 2012/2013

(i) An increase by 3% on Football Pitch Hire for 2012/2013 as recommended by the Environmental Committee at the meeting held on 15 November 2011 – (minute number 50)

It was RESOLVED

to approve an increase by 3% on Football Pitch Hire for 2012/2013

(ii) An increase by 3% on fees and charges for cemetery, litter picking, hire of the village hall and MUGA and allotments rents for 2012/2013 as recommended by the Property Committee at the meeting held on 15 November 2011 – (minute number 60)

It was RESOLVED

to approve an increase by 3% on the fees and charges for the cemetery, litter picking, hire of the village hall and MUGA and the allotment rents for 2012/2013

(iii) An increase by 3% on the fees for the hire of the Resource Centre for 2012/2013 as recommended at the meeting held on 15 November 2011 – (minute number 54)

It was RESOLVED

to approve an increase by 3% on the hire fees for the Resource Centre for 2012/2013

(e) Poppy Wreath Donations – Remembrance Sunday 13 November 2011

The Chairman read a report out to the meeting with the names of Members and staff of the Council who personally made a contribution towards the Town Council poppy wreath. He added this will be kept in the accounts filing system for reference.

It was AGREED to note the report

(f) Campaign to Protect Rural England

The Chairman had looked into the possible planning benefits if the Town Council became a member of the Campaign to Protect Rural England (CPRE). The annual subscription is £29.

It was RESOLVED

that the Town Council becomes a member of the CPRE for the annual subscription of £29

(g) Quotations for Turnfly Handle

Members were asked to approve the quotation for the turnfly handle replacement of £185.58 plus £20 delivery charge as recommended by the Environmental Committee at their meeting on 15 November 2011 – minute number 48 (b). He said the Town Council Grounds Maintenance Staff would fit the new handle.

It was RESOLVED

to purchase a replacement handle for the turnfly for £185.58 plus £20 delivery charge

(h) Quotations for side support for the Skate Park Jump Box

Members were asked to approve the quotation for a replacement side support for the Skate Park jump box of £363.42 plus 10% delivery charge as recommended by the Environmental Committee at their meeting held on 15 November 2011 – minute number 48 (b)

It was RESOLVED

1. to purchase the replacement side support for the Skate Park Jump Box for £363.42

2. to source tamper proof bolts for the installation

(i) Quotation for Plants

As recommended by the Planning Committee at their meeting held on 15 November 2011

AS recommended by the Property Committee at their meeting held on 15 November 2011 – minute number 56 (b) the Chairman reported he had looked at several other quotations for hedging plants and the best value were from Buckingham Nurseries who had supplied the previous plants for the cemetery. Members were asked to approve the quotation for 80 Hawthorn whips, 50 will be donated to Glebe Meadows, 8 standard Yew trees and 5 mixed evergreen shrubs for £128 plus £43 carriage

It was RESOLVED

to purchase the hedging plants, trees and shrubs for £128 plus £43 carriage

166 INTERNAL AUDIT

Prior to the meeting Members received a copy of the Internal Auditor's 6 monthly report from 1 April to 30 September 2011. The Chairman read out details from the internal auditor's letter and report including a confirmation that the internal auditor was completely independent. The internal auditor had reported to the Town Council that the systems and procedures in place were found to be of a high standard and the town clerk and assistant clerk were knowledgeable and well organised, which greatly aided the Internal Audit process.

The Chairman asked the Clerk if she had anything to add; she said she was pleased with the internal auditor's observations.

Members also expressed they were pleased with the internal auditors report.

It was RESOLVED

to approve and accept the internal auditor's report of the financial accounts

from 1 April 2011 to 30 September 2011

167 HIGHWAYS

Prior to the meeting Members received a copy of the correspondence from Highways concerning the job swap between Highways Area Stewards with their new contact details and responsibilities for Area 4.

It was AGREED to note this information

168 DIAMOND JUBILEE CELEBRATIONS

Prior to the meeting Members received a copy of the report from the initial Diamond Jubilee meeting held on Monday 21 November 2011. Cllr Howitt gave an update on the second meeting that had been held on Monday 5 December 2011 at the Methodist Church. At last night's meeting it had been suggested that the Fun Day should be combined. He said he had informed the committee that the Fun Day was an annual event for the Mayor's Charity. There had also been a suggestion that the Town Council would pay for village gates, and he had also informed the committee that there had never been a firm resolution about the gates as it had also been suggested that businesses in the town may like to make a contribution towards them.

It was AGREED

to note the progress reports from the Diamond Jubilee Committee meetings

169 YOUTH COUNCIL REPORT

The Chairman read out to Members a progress report on the Arlesey Youth Council from Nicola King, Youth and Community Participation Officer for Aragon Housing. The naming of Arlesey Youth Council is still in progress with a mini consultation taking place in schools. The young people had been discussing ideas for the activities for young people in Arlesey. The young people would also like to have an input in the Diamond Jubilee celebrations.

It was AGREED to note this information

170 LOCAL DEVELOPMENT FRAMEWORK – MASTERPLAN

The Chairman read out to Members an email from the Strategic Planning Team at Central Bedfordshire Council which gave an update on the Arlesey masterplan. Currently, there was no progress on the masterplan as the Land Owners Agreement was stalling proceedings. Officer meetings would be held towards the end of January with a public consultation in the spring/summer.

It was AGREED to note this information

171 PARISH STREET LIGHTS – REPAIR QUOTATIONS

The Chairman asked Members to consider the quotation received for remedial repair work to the parish streetlights. The Chairman reported that the Clerk was obtaining a second quotation for the remedial work but this had not been received.

It was RESOLVED

to accept the remedial works quotation that from 1 April 2012, any parish lights requiring replacing or re-earthing, cleaning and repainting for £75 or a replacement column including electrical transfer charges for £1,500.

172 REPORT ON STAFF DUTIES

The Chairman read out to the meeting a full report of the staff duties and the changes since the January 2010 report that was endorsed by the previous Chairman and then was approved by the Council. The Chairman added this report was instigated because of the continuous complaints of overstaffing costs. Since the last report there had been a number of staff changes. In April 2010 two Grounds Maintenance staff, one full-time and one 16 hours a week had joined the Town Council. In August 2010 a new Resource Centre Manager joined the Town Council. Due to caretaking changes only, the Town Council had employed a caretaker for the Community Centre. The staff that gave up caretaking continued with their cleaning duties for the Resource Centre and Village Hall.

It was RESOLVED

to approve and note the full contents of the report

173 DOG FOULING

Following a long discussion Members considered several suggestions to encourage dog owners to clear up after their dog. Before completely banning dog's and penalising dog owners that did clear up after their dog, Members suggested stronger and more eye catching notices are displayed at the recreation ground.

It was RESOLVED

to put up notices with a stronger warning that the Town Council would consider banning dogs if dog fouling continued in the recreation areas and to display additional notices as well.

174 BUS SHELTER MAINTENANCE

The Chairman gave a full report to the meeting on the maintenance work needed on the bus shelters throughout the town. He had looked at all the bus shelters in the town and there were some that needed remedial work. None of the shelters are unsafe and there are two shelters that need replacing.

The Clerk added one of the shelters to be replaced has a part funding application pending.

it was RESOLVED to note the Chairman's report

175 FREEDOM OF INFORMATION ACT

The Chairman asked for a proposal to move this item for discussion to the end of the agenda. He added that because the emails contained sensitive issues they should be discussed in part two of the meeting.

It was RESOLVED

that the emails are discussed at the end of the meeting as an exempt item

176 CENTRAL BEDFORDSHIRE – 'LIBRARIES FOR THE FUTURE'

Prior to the meeting Members received a copy of the correspondence from Central Bedfordshire Council informing them that they were currently undertaking a fundamental review of the Library Service.

It was AGREED to note the current review of the Library Service

177 MINUTES FROM COMMITTEES

Members received reports from the following Committees:

Environmental Committee – 15 November 2011

Property Committee – 15 November 2011

General Purpose/Finance Committee – 15 November 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

178 REPRESENTATIVES' REPORTS

There were no reports for this meeting.

179 FREEDOM OF INFORMATION ACT

THE FREEDOM OF INFORMATION ACT

To resolve to exclude the public and press from the meeting under the Local Government Act 1972 Schedule 12a exempt information.

The Chairman asked for a proposal to exclude the press and public from the meeting.

It was RESOLVED

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

CHAIRMAN