

Minutes of ARLESEY TOWN COUNCIL MEETING held on Tuesday 12 June 2012 at the Village Hall, High Street, Arlesey.

**PRESENT:**

<b>Cllrs:</b> N Daniels (Chairman)	D Page
G Bains	M Rainbow
J Bowskill	Mrs J Rencontre
J Caffrey	Ms J Squizzoni
Ms L Clapham	D West
Mrs H Frost	A White
M Holloway	Ms L Warwick
C Howitt	

**Also present:** Mrs E Hare (Town Clerk), Unitary Councillor Ian Dalgarno, 5 members of the public and PCSO Laura Wilson.

**333 APOLOGIES FOR ABSENCE**

No apologies for absence were received.

**334 WELCOME NEW COUNCILLORS**

The Chairman welcomed newly co-opted Councillors Jim Bowskill and John Caffrey.

**335 MEMBERS' INTEREST**

Item 22 – The Woodland Trust Jubilee Wood Project – Cllr Mrs H Frost declared a personal interest as she is the Guide Leader.

Item 22 – The Woodland Trust Jubilee Wood Project – Cllr A White declared a personal interest as he is involved with the cubs.

There were no other declarations of personal interests received.

There were no declarations of prejudicial interests received.

### **336 CHAIRMAN'S ANNOUNCEMENTS**

The Chairman made the following announcements:

(a) CBC News Release – Council's parliamentary petition against Rookery South moves to next stage

The CBC News Release on the Council's parliamentary petition against Rookery South has been placed in councillors individual trays.

(b) Invitation to Living Well, Ageing Well Conference for Older People

A copy of the Invitation to Living Well, Ageing Well has been placed in councillors individual trays.

(c) St Peter's Church, Arlesey

Correspondence received from St Peter's Church and the P.C.C. thanks the Town Council for the grant of £1,000 towards the restoration of the Church roof. The grant has helped towards the total cost of £31,500 for which they are most grateful.

(d) Correspondence from Sue Ryder's Community Fundraiser

A letter from Jessica Wilson, Community Fundraiser for Sue Ryder at St John's Hospice thanked the Town Mayor for choosing them as his Charity for 2012.

(e) CBC Press Release – Waste Collection Changes in the north of Central Bedfordshire

The CBC Press Release on the Waste Collection Changes has been placed in councillors individual trays.

(f) Community Tree Trust – Nursery Open Day/Evening

A reminder that there is an invitation to Community Tree Trust – Nursery Open Day/Evening from 4pm to 8pm on Thursday 21 June 2012.

(g) BABUS AGM report

If any Members would like to read the BABUS AGM report a copy is available in the office.

(h) CPRE – Bedfordshire Matters – Spring/Summer edition 2012

If any Members would like to read the spring edition of the Countryside Voice a copy is available in the office.

### **337 PUBLIC PARTICIPATION**

There was no public participation.

### **338 MINUTES OF PREVIOUS MEETINGS**

(a) Members received a copy of the minutes of the Annual Meeting held on 1 May 2012.

**It was RESOLVED**

**that the minutes of the Annual Meeting held on 1 May 2012 be confirmed and signed by the Chairman as a true record.**

(b) Members received a copy of the minutes of the Town Council meeting held on 1 May 2012.

**It was RESOLVED**

**that the minutes of the meeting of the Town Council held on 1 May 2012 be confirmed and signed by the Chairman as a true record.**

(c) Members received a copy of the minutes of the Annual Town Meeting held on 12 March 2012.

**It was RESOLVED**

**that the minutes of the Annual Town Meeting held on 12 March 2012 be confirmed and signed by the Chairman as a true record.**

### **339 MATTERS ARISING**

There were no matters arising from the last meeting.

### **340 POLICE - REPORT FROM THE SAFER NEIGHBOURHOOD TEAM**

PCSO Laura Wilson from the Safer Neighbourhood Team gave the monthly crime report for May. There were 19 incidents of ASB reported, none of these were in relation to ASB youth issues and 13 crimes were

recorded.

**It was AGREED to note the information in the report**

### **341 REPORTS FROM CENTRAL BEDFORDSHIRE COUNCIL REPRESENTATIVES**

Unitary Councillor Ian Dalgarno reported:

- § The Building Control Team of the Council has won 6 Bedfordshire Building awards
- § The Rave Bus will visit Arlesey on 24 August
- § There will be a change in subsidised benefits to families
- § Central Bedfordshire is the 6<sup>th</sup> highest authority nationally for recycling waste. Resident are recycling over 50% of their household waste
- § The Olympic flame will be in the area on the 8 and 9 July
- § Several consultations are ongoing, the Community Involvement Strategy, Minerals and Waste Core Strategy and the Development Plan

### **342 SCHOOL/NURSERY GOVERNOR REPORTS**

Cllr Mark Rainbow reported as School Governor representative for Gothic Mede Lower School:

- § There has been 2 meetings since his last report
- § Cllr Rainbow said he and another parent governor had carried out a Health and Safety tour
- § A planning application has been sent in to build a new classroom
- § It is hoped this will be ready for the autumn term to take in extra pupils, a teacher and teaching assistant
- § A new toilet will be installed in the wet area for disabled children

### **343 FINANCE**

#### **(a) Income and Expenditure – April 2012**

Prior to the meeting Members received a copy of the detailed Income and Expenditure for Month 1 – April 2012.

**It was RESOLVED**

**that the detailed report of Income and Expenditure for Month 1 – April 2012 be accepted**

#### **(b) Petty Cash for April 2012**

Prior to the meeting Members received a copy of the petty cash details for the Resource Centre and the Town Council for month 1 – April 2012

**It was RESOLVED**

**to approve the petty cash for the Resource Centre and the Town Council for month 1 – April 2012**

#### **(c) HM Revenue & Customs**

The Chairman reported that we had received the VAT repayment of £20,271.88 for the accounts from 1 April 2011 to 31 March 2012

**It was AGREED to note the VAT repayment of £20,271.88 had been received**

#### **(d) Internal Audit**

The Chairman reported that the Internal Audit of the Accounts to 31 March 2012 had been concluded and all members should have received a copy of the internal auditor's report in advance of the meeting. The internal auditor added notes for information to draw Council's attention to wider issues for consideration

**It was RESOLVED**

**to approve the internal auditor's report 2011/2012**

#### **(e) Accounts**

A copy of the final Accounts for the year ending 31 March 2012 was

presented to the meeting. Members discussed and asked the Chairman questions which he answered and they agreed to adopt the Accounts for 2011/2012

**It was RESOLVED**

**Members unanimously agreed to adopt the Accounts for 2011/2012**

The Chairman signed the accounts

**(f) Audit Commission**

A copy of the correspondence received from the Audit Commission on the Consultation on appointment of external auditor for 2012/2013 and future years was presented to Members. This was to consult Council on the re-appointment of our current auditor, BDO LLP, to audit the annual return of the Town Council for five years from 2012/13. Any comments from Council why the Commission should not appoint BDO LLP as auditor should be advised before 29 June 2012. The Commission aims to confirm all proposed appointments by 31 August.

**It was RESOLVED**

**that there were no reasons why the Commission should not appoint BDO LLP as the Town Council's external auditor**

**(g) Section 2 of the Annual Return – Annual Governance Statement**

The Chairman informed Members it was Council's responsibility to ensure there is a good system of internal control, including the preparation of the accounting statements. Therefore, Council needs to confirm to the best of their knowledge and belief, with respect to the accounting statements for the year ended 31 March 2012, Members responded to the questions in Section 2 of the Annual Return – annual governance statement. The Chairman signed the accounts.

**It was RESOLVED**

**to approve the Annual Governance Statement for the Accounts year ending 31 March 2012**

**344 VILLAGE HALL HIRING**

(a) Correspondence received from Arlesey Pre-School's Committee.

The Chairman read out to the meeting correspondence received from Arlesey Pre-School Committee requesting that Council considers waiving the hire fee for their fundraising event on 7 July 2012.

**It was RESOLVED**

**to waive the hall hire fee for the event on 7 July 2012**

(b) Proposal from Cllr Mrs Helen Frost to reduce village hall hiring rate in August for Dancebeat.

Cllr Mrs Helen Frost put a proposal to Council for reduced hire fees for 4 dates in August for pre-school dance sessions being arranged by Dancebeat. Details of the costs for the hire days were presented to Members. The Clerk advised that the normal Performing Rights fees would still have to be charged.

**It was RESOLVED**

**to reduce the hire fees by 50% providing the children of Arlesey would benefit from the dance sessions**

### **345 LOCAL DEVELOPMENT FRAMEWORK – MASTERPLAN**

The Chairman read out to the meeting the latest Arlesey Master Plan update which was to remind Members of the two day public consultation exhibition being held on 22 and 23 June. He advised as many members as possible should attend sometime over the two days to be available to speak to residents.

**It was RESOLVED**

**that councillors would attend the two day public consultation to be available to speak to residents**

### **346 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 between Arlesey and other Central Bedfordshire libraries. Within the next few months the library stock will be fitted with RFID to facilitate stock and for use with

self service equipment.

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

### **347 DIAMOND JUBILEE CELEBRATIONS**

The Chairman gave a report to the meeting on the events that took place in Arlesey in celebration of the Diamond Jubilee. The children's party was very successful. Of the 100 children that were booked, 92 attended. Woody Whizz was a huge hit with the children and the face painter was extremely busy all afternoon. There has been plenty of feedback from parents expressing how much the children enjoyed the party. Parent helpers were available to help the Town Council staff with the party food and clearing up afterwards.

Cllr Howitt reported on the evening event and said although the evening was successful not as many people came as he had hoped, which was probably due to the bad weather. The Jubilee Coins have been a great success as well, 462 have been handed out so far.

The outcome of the entrance feature for Arlesey was 31 wooden structure and 33 small brick structure. One resident thought there are better things to spend the money on. Cllr Mrs Judy Rencontre reported there have been pledges from several businesses in the town. A promise has been pledged to cost and design the entrance and supply the building materials and build the structures.

**It was RESOLVED**

- 1. to thank Cllr Howitt for organising the children's party and the evening event and to note the report**
- 2. to setup a working party to manage the town's entrance project**

### **348 WEBSITE**

The Chairman reported this item was brought forward from the General Purpose & Finance Committee meeting held on 15 May 2012 for Council to consider the proposals that were presented for a new website. He said the current website was in need of modernisation both technically and from an aesthetic point of view. Members received copies of the quotations sent

in for consideration. The Clerk reminded Members that there was no budget for a new website.

**It was RESOLVED**

- 1. to accept the local quotation for £950**
- 2. costs for the new website to come from reserves**

**349 RISK MANAGEMENT REVIEW – COMMUNITY CENTRE KEYHOLDERS**

- (a) The Chairman asked Members to approve the review of the Community Centre's Automated Entrance Procedures as recommended by the General Purpose & Finance Committee at the meeting held on 15 May 2012 – (minute number 113 (a))

**It was RESOLVED**

**to approve the recommendation from the General Purpose & Finance Committee that there were no changes to the current Automated Entrance Procedures**

- (b) The Chairman asked Members to approve the review of the Key Holders and Key Log Procedures as recommended by the General Purpose & Finance Committee at the meeting held on 15 May 2012 – (minute number 113 (b))

**It was RESOLVED**

**that following the review of the Key Holders and Key Log Procedures to approve the proposed amendments as recommended by the General Purpose & Finance Committee**

**350 INFORMATION COMMISSIONER'S OFFICE**

The Chairman gave a report on the correspondence received from the Information Commissioner's Office. This was to inform the Town Council of their decision following a complaint from a resident on the Data Protection Act 1998 (DPA). In this case the Information Commissioner decided it is likely that Arlesey Town Council has complied with the requirements of the DPA.

**It was RESOLVED**

- 1. to note the Information Commissioners decision that the Town Council had complied with the requirements of the DPA**
- 2. that the Council needs take no action in relation to the matter**

### **351 PARISH LIGHTS MAINTENANCE**

The Chairman reported on a review that had been carried out by the Council's current lighting contractor on some of the parish lights that were in urgent need of repair or replacement. He said that some parish lights may have to be replaced or have a substantial amount spent on them to carry out the maintenance work.

**It was RESOLVED**

- 1. to setup a working party of three councillors to assess the lights in question and to work out a maintenance rota**
- 2. Cllr A White, Cllr Ms L Clapham and Cllr J Bowskill will form the working party**

### **352 VILLAGE AGENT REPORT**

The Chairman read a report out to the meeting from Barbara Moran the new Arlesey Village Agent. She gave her apologies for being unable to attend the meeting. At the time of writing the report she had been in the post for 7 weeks. Most of the seven weeks have been completing the induction period and involved training to cover topics such as benefit claims and meeting people that deliver services to the people of Arlesey. Good links have been made with various agencies in the town and service teams provided by Central Bedfordshire Council. The plan is to complete the induction and find clients to work with.

**It was RESOLVED**

**to invite Barbara Moran to the next Town Council meeting and to note her report**

### **353 FAMILY FUN DAY**

The Chairman reported that help would be needed from Members for

this year's Family Fun Day on Saturday 14 July. The Clerk reported some help would be needed for the trampoline attraction; this would be to carry out an hourly rota system to take the fees. All other arrangements are coming together.

The Chairman read out a report concerning abandonment insurance cover. Cancellation because of rain would probably be deemed as "outside of our control". Where weather is concerned abandonment cover is difficult.

Cllr N Daniels, Cllr C Howitt, Cllr G Bains, Cllr A White, Cllr Ms L Warwick, Cllr J Bowskill and Cllr Ms J Squizzoni offered to help on the day.

**It was AGREED to note the reports**

### **354 THE WOODLAND TRUST JUBILEE WOODS PROJECT**

Prior to the meeting all Members had received a copy of the proposal to the Town Council from Arlesey Brownies and Arlesey Scout Group for the allocation of community land for the planting of a Jubilee Wood. Cllr White said they are looking for a small area about 1 acre to plant trees and proposed ACORN may have an area for the project.

**It was RESOLVED**

**to fully support the project and suggest that they contact ACORN to ask if they have a woodland area for the project**

### **355 CORRESPONDENCE**

The Chairman reported on the correspondence received from Henlow Parish Council who would like the Town Council's comments on a request made to them by On The Button

**It was RESOLVED**

**to give full encouragement to Henlow Parish Council to be involved in supporting the request to promote Hicca Way**

### **356 NEW CODE OF CONDUCT**

The Chairman reported that the Town Council is required to adopt a

new code of conduct to come into force on 1 July 2012. Central Bedfordshire Council has put together a version of the code amended for parish and town councils. There is no obligation for Council to adopt the CBC code, it can continue with the present one, so long as it is based on the Nolan principles.

**It was RESOLVED**

**to continue with and adopt the Town Council's Code of Conduct**

### **357 HIGH SHERIFF'S TREE PLANTING FOR TOWN COUNCILS**

The Chairman reported this item had been brought forward from the General Purpose & Finance Committee meeting held on 15 May 2012 so that Council can choose an English tree from the list of trees that would be suitable for our locality, also to consider where it will be planted in the town.

**It was RESOLVED**

**a Bird Cherry tree would be a suitable sized tree to plant outside the Community Centre**

### **358 MINUTES FROM COMMITTEES**

Members received reports from the following Committees:

Environmental Committee – 15 May 2012

Property Committee – 15 May 2012

General Purpose/Finance Committee – 15 May 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**

### **359 REPRESENTATIVES' REPORTS**

There were no reports for this meeting.

**CHAIRMAN**