

Minutes of a meeting of ARLESEY TOWN COUNCIL held on Tuesday 19 April 2016, in the Village Hall, High Street, Arlesey at 7pm.

PRESENT: Cllrs: M Holloway (Chairman) C Livermore
S Stanbury S Sarll
H Frost J Wallace
P Chillery J Want (Item 480 onwards)
J Randall
C Gravett (Retired at close of item 487.3)

In attendance: Ms S Foulkes (Town Clerk), Unitary Cllr Wenham and 7 members of the public.

475 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllrs A. Ward, C. Ferris, D. Page and Unitary Cllr Shelvey. Apologies for lateness received from Cllr J. Want.

476 DECLARATIONS OF INTEREST

The following declarations were received:

- a) Disclosable Pecuniary Interests: None.
- b) Other Interests: Agenda item 14.2 (c) - Cllr Sarll due to a family association.

477 CHAIRMAN'S ANNOUNCEMENTS

Prior to the meeting members had received a copy of the following CBC Press Release which was taken as read:

- (a) CBC Press Release – New High Sheriff following in the family tradition.
- (b) Annual Meeting – Cllr Holloway advised members that reports were required from the Committee Chairs and Outside Representatives for inclusion in the Council's Annual Report. Draft reports were required by the Town Clerk by Tuesday 3rd May 2016.
- (c) Councillor Vacancy – The Town Clerk advised members that the initial closing date had passed on 13th April 2016, with only one application being received which had subsequently been withdrawn. Members agreed that the councillor vacancy be re-advertised with a closing date of 11th May 2016.

478 MEMBERS QUESTIONS

There were no members' questions raised at the meeting.

479 PUBLIC PARTICIPATION

Mr Newlands expressed his concerns for pedestrian safety as a result of dangerous driving practices on High Street, Arlesey. A number of incidents involving drivers mounting the pavements had been noted. Mr Newlands voiced support for the provision of a Lollipop person on High Street.

Mr Harper advised the meeting that he was co-ordinating a Candlelit Vigil in commemoration of the 100th anniversary of the Battle of the Somme to be held at the War Memorial on 30th June 2016 at 9.15pm. A church service would take place on the following Sunday.

Mr Harper also advised the meeting that he had received suggestions that a memorial bench be located within Arlesey in memory of Mr Nick Daniels, previous Chairman to the Council. The Council agreed to consider this at a future Public Lands & Highways Committee.

A resident expressed his concerns regarding road safety issues following a large vehicle being parked on Church Lane on the preceding Sunday for a number of hours. The vehicle had transported scaffolding to the new build development. A complaint had been made to the police on the day of the occurrence, however no response was made. The resident had also experienced difficulty in reporting the matter to CBC call handling centre. Cllr Wenham agreed to make enquiries with Planning Enforcement. In the event of future incidents, Cllr Wenham suggested that photographs could be taken of offenders who were parked for periods in excess of 20 minutes, and he would pass these to Highway Enforcement officers. The provision of temporary traffic lights and warning signs was suggested whilst current works were continuing to impact on the highway.

480 MINUTES OF PREVIOUS MEETINGS

- (a) To consider and approve the minutes of the Town Council meeting held on 15 March 2016 as a true record of proceedings.

RESOLVED

that the minutes of the Town Council meeting held on 15 March 2016 be approved and signed by the Chairman as a true record of proceedings.

- (b) To consider and approve the minutes of the Extra Ordinary Meeting of the Town Council held on 22 March 2016 as a true record of proceedings.

RESOLVED

that the minutes of the Extra Ordinary Town Council meeting held on 22 March 2016 be approved and signed by the Chairman as a true record of proceedings.

- (c) To consider and approve the minutes of the Extra Ordinary Meeting of the Town Council held on 31 March 2016 as a true record of proceedings.

RESOLVED

that the minutes of the Extra Ordinary Town Council meeting held on 31 March 2016 be approved and signed by the Chairman as a true record of proceedings.

481 MATTERS ARISING

No matters were raised.

482 BEDFORDSHIRE POLICE LIAISON

- (a) Cllr Wallace, Police Liaison Member provided a verbal report on crime figures obtained from the police.co.uk website. January – 16 crimes (6 ASB), February – 15 crimes (5 ASB). Cllr Wallace would collate the figures for future meetings and pass them to the Clerk for circulation.

- (b) Prior to the meeting members received a copy of correspondence from a member of the public regarding speeding in High Street, Arlesey. Members acknowledged the resident's concerns and agreed that action was required to address the ongoing problem.

Cllr Sarll voiced her opinion that large vehicles often present traffic flow issues, and children on scooters and walking too far ahead of parents could be at risk.

Cllr Chillery suggested that the council consider the provision of 'child-like' bollards to slow traffic down and prevent pavement mounting. This would be discussed further and Public Lands & Highways Committee.

Members agreed that police enforcement was required to change driver's behaviour. Cllr Wenham recommended the Council contact CBC Highways Area Steward regarding Highway Safety and Sgt Kidd regarding Traffic Policing. Cllr Wallace agreed to make contact with Sgt Kidd as Police Liaison Member.

Cllr Randall suggested the Council consult with Stotfold Council on the impacts of introducing a 20 mph zone.

Cllr Holloway suggested the Council explore independent professional advice to form the basis of future representations to CBC Highways.

Cllr Wenham agreed to submit representations as a Ward member.

RESOLVED

that Cllr Livermore take a lead role in co-ordinating the Council's response to the traffic and speeding issues, to include:

- **The publication of a public notice and Facebook post to clarify the roles for managing Highway traffic and speeding issues, in order to manage local expectations, and to seek support from members of the public in lobbying CBC and the Police.**
- **Responses to be sent to Mrs Powell and Mr Landman.**
- **Cllr Wallace to make contact with Sgt Kidd to request police presence and monitoring at specific times.**
- **Liaison with Stotfold Town Council to seek feedback on 20 mph zone.**
- **Explore obtaining of professional advice.**
- **Public Lands & Highways Committee to consider 'Child-Like' bollards.**
- **Lobby the new Police and Crime Commissioner after their appointment on 6th May 2016.**
- **Defer further discussions to the next Public Lands & Highways Committee meeting.**

483 REPORTS FROM CENTRAL BEDFORDSHIRE COUNCIL REPRESENTATIVES

Unitary Cllr Wenham reported:

- Feedback he had received regarding the recent Town & Parish Council Conference had been, in the main, critical. The conference failed to explain how the Local Plan would develop. A more constructive session was now planned.
- CBC's Call for Sites had now closed with more sites being put forward than required. As a result, a sifting may now take place, however this was yet to be confirmed.
- Cllr Wenham would send details of other relevant matter to the Clerk for circulation to members.

484 CBC PRIVATE SECTOR HOUSING ASSISTANCE POLICY CONSULTATION

Prior to the meeting members were provided details of CBC's Private Sector Housing Assistance Policy consultation – response deadline 6th May 2016.

Following consideration, members agreed that the Council would not submit a formal response, however members should respond as individuals as they deemed appropriate.

- (a) **CB/16/00886/FULL:** Land to the rear of 54 High Street, Arlesey.
Proposal: New dwelling with enlarged crossover.

Discussion took place on parking concerns already suffered in the area, the possibility of overdevelopment and lack of garden space. A neighbour had advised Cllr Stanbury that they perceived the proposed plans as an improvement to the current land use. Cllr Wenham advised that providing the plans met with the Design Guide in relation to parking provision and garden space it would be unlikely that a refusal of the application would be made on these grounds.

RESOLVED

that the Council recommend the application's approval subject to neighbours' comments being taken into account.

- (b) **Planning Applications Refused/Granted as at 12 April 2016.** Members acknowledged receipt of the report which advised recent decisions reached by Central Bedfordshire Council. No questions were raised.
- (c) **Masterplan Developments: Report from meeting with Telereal Trillium.** Prior to the meeting members received a report from Cllr Gravett which summarised discussions held at a recent meeting attended by himself and Cllr Want. Cllr Gravett advised members that he had since received further email correspondence from Eric Williamson, Trillium's Development Director, which provided clarity on two points being:

1. ALL construction traffic will access the development site from the A507 unless there is an exceptional circumstance such as the construction of the new junction with the High Street, together with linkage on utilities. There is no ambiguity here.
2. As regards the A507 crossing, it was not suggested that a pelican crossing would suffice. The crossing could take one of a number of forms, including a Pelican crossing, but an 'at grade' crossing would most likely not be appropriate. An underpass would be inappropriate so the most likely proposal would involve a bridge crossing. The form of a bridge crossing should be determined following consultation with various stakeholders including the residents. Feedback is welcomed in this regard. An alternative crossing over Stotfold Road could be investigated if considered an appropriate alternative option.

Cllr Gravett confirmed that the meeting had in the main been very positive. Peter Godfrey, CBC Assets had been in attendance.

It had been suggested that the Principle of Etonbury Academy may be against a bridge crossing on the basis that this would encourage access at the rear of the school site. Cllr Gravett clarified that the option of a Stotfold Road crossing would not be preferable over a A507 bridge crossing. Engagement with Etonbury's Principle on this matter would be beneficial.

A pending planning application would have the effect of weakening a current ransom strip on the west side development, however concerns were expressed with regards to the effect of construction traffic accessing the site on High Street.

Cllr Wenham advised the Council that CBC Assets and Trillium represented the 'land owner' and therefore the Council should be mindful of this during its discussions with them regarding the proposed crossing. CBC Assets cannot comment on the application being granted as their position is completely separate from the Planning Authority. The Council should engage with Cllr Shelvey with regards to communications with Etonbury Academy, in-light of his school Director role.

A stakeholder meeting was currently scheduled to take place at Arlesey Village Hall on 14th June 2016, however this date was yet to be confirmed.

- (d) **CBC Town & Parish Council Conference: Local Plan – Update from Cllr Ward.** Item deferred due to Cllr Ward's absence.
- (e) **EE Mast: Arlesey Town Council Football Club.** Prior to the meeting members received a copy of a response from Waldon Telecom Ltd and representations received from a resident.

RESOLVED

that the Council delegate authority to the Clerk to establish whether the replacement of the existing mast with a higher mast is permitted within planning policy as advised by Walden Telecom Ltd and if confirmed that this is not the case to submit an OBJECTION on the Council's behalf.

- (f) **Resident Correspondence relating to Land South of Arlesey Landfill – Soil Dumping.** Prior to the meeting members received a copy of correspondence from a resident which enclosed copy correspondence with CBC Planning Enforcement Officer, Mike Duffett. Members noted that the incident which had occurred during 2015 had adversely impacted on Arlesey's roads and residents. It was also noted that a retrospective planning application had not been submitted to-date.

RESOLVED

that the Council express its view to CBC's Enforcement Officer Mike Duffett that the landowner should be held to account for his actions and that the appropriate redress should be pursued by CBC Enforcement. Resident's correspondence to be acknowledged.

- (g) **CPRE Invitation to AGM Saturday 23rd April 2016 at 2pm, Ampthill.** No members were available to attend the event.

486 FINANCE REPORTS

- (a) **Income and Expenditure – March 2016**
Prior to the meeting members received a copy of interim detailed report of year-to-date Income and Expenditure up to 31st March 2016 (month 12) which provided an analysis of year-to-date income and expenditure compared to the current year's budget. The Clerk advised members that these would not be year-end reports due to pending adjustments for accruals, prepayments and receipts in advance.
- (b) **Balance Sheet as at 31st March 2016**
Prior to the meeting members received a copy of the interim Balance Sheet as at 31st March 2016 (month 12). The Clerk confirmed that the Creditors balance included invoices which appeared on the Accounts for Payment sheet due for approval by Council at the meeting.
- (c) **Petty Cash – March 2016**
Prior to the meeting members received copies of the petty cash expenditure for the Resource Centre and Town Council for March 2016 – (month 12).

RESOLVED

to approve the Resource Centre and Town Council petty cash expenditure for March 2016.

(d) **Accounts for Payment**

Members received a schedule of the April 2016 accounts due for payment, as follows:

FOLIO	PAYEE	DESCRIPTION	AMOUNT	VAT DUE	TOTAL	ACC. No.	MUTIPLE INV. TOTAL	CHQ No.
Direct Debits Due								
Final paymt	Iknow	Wireless subscription RC	25.00	5.00	30.00	4028		DD
DD01/04/16	BT	Telephone TC	224.44	44.88	269.32	4021		DD
DD02/04/16	Anglian Water	MUGA water supply Jan '16 to March '16	45.02	0.00	45.02	4012		DD
DD03/04/16	EON	Electricity cemetery	12.86	0.64	13.50	4014		DD
DD04/04/16	EON	Electricity MUGA	71.90	3.60	75.50	4014		DD
DD05/04/16	Cloudscape	Internet	27.00	5.40	32.40	4028		DD
DD06/04/16	SSE	Streetlighting electricity	183.94	36.78	220.72	4014		DD
DD07/04/16	SSE	Streetlighting electricity	11.55	0.57	12.12	4014	232.84	DD
DD08/04/16	Right Fuel	Fuel for equipment	16.72	3.34	20.06	4051		DD
DD09/04/16	Biffa	Cemetery Bin Collections (March. 2016)	84.82	16.96	101.78	4017		DD
DD10/04/16	Anglian Water	Cemetery water supply Oct '15 to Jan '16 IN CREDIT	-5.12	0.00	-5.12	4012		DD
DD11/04/16	Anglian Water	Cemetery water supply Jan '16 to Apr '16	10.31	0.00	10.31	4012		DD
DD12/04/16	Anglian Water	Water supply Stotfold Rd Allotments Oct '15 to Jan '16 IN CREDIT	-14.09	0.00	-14.09	4012		DD
DD13/04/16	Anglian Water	Water supply Stotfold Rd Allotments Jan '16 to Apr '16	0.83	0.00	0.83	4012		DD
PAID Invoices								
01/04/16	J Oppegaard	Return deposit	50.00	0.00	50.00	570	PAID	7091
02/04/16	L Rowe	Postage	54.00	0.00	54.00	4022	PAID	7092
Cheque Payments Due								
30/04/16	C Filmer	Return Deposit	50.00	0	50.00	570		7096
31/04/16	D Sills	Return Deposit	50.00	0.00	50.00	570		7095
43/04/16	D Verhaeg	Return Deposit	50.00	0.00	50.00	570		7097
47/03/16	J Bailey	Postage	64.00	0.00	64.00	4022		7098
03/04/16	Abacus Leewell	Utax copier	2,994.00	598.80	3,592.80	4912		7099
04/04/16	Abacus Leewell	Hardware and network installation	270.00	54.00	324.00	4912		7099
05/04/16	Abacus Leewell	D-link Resource Centre	7.50	1.50	9.00	4028	3,925.80	7099
06/04/16	BATPC	Appraisal training - Cllrs Holloway & Sarll	60.00	0.00	60.00	4008		7100
07/04/16	BATPC	New councillor training - Cllrs Wallace & Page	50.00	0.00	50.00	4008	110.00	7100
08/04/16	CBC	Apportionment Charges Oct 15 to March 16	4,763.92		4,763.92	4015		7101
09/04/16	CBC- Dunstable	half yearly rate bill MUGA	1,101.20	0.00	1,101.20	4011		7102
10/04/16	CBC - Dunstable	half yearly rate bill Village Hall	2,274.60	0.00	2,274.60	4011		7102
11/04/16	CBC - Dunstable	half yearly rate bill cemetery	774.80	0.00	774.80	4011	4,150.60	7102
12/04/16	Countrywide Grounds Maintenance	Install allotment fence	1,380.00	276.00	1,656.00	4042		7103
13/04/16	Crutcher Planning	Advice re:Arlesey Relief Road	240.00	0.00	240.00	4037		7104
14/04/16	DVLA	Vehicle tax - ATC Van	126.50	0.00	126.50	4052		7105

		X586 XBB						
15/04/16	DWF	Professional Fees	12000	2400	14400	4037		7106
16/04/16	Herts CC	H&S signs MUGA and stationery	29.10	5.82	34.92	Split		7107
17/04/16	MAW Events	Rhyme Time	360.00	0.00	360.00	4080		7108
18/04/16	On the Button	Monthly Editorial	33.00	0.00	33.00	4033		7109
19/04/16	On the Button	Monthly editorial	25.00	0.00	25.00	4033		7109
20/04/16	On the Button	Advert for Assistant Clerk	40.00	0.00	40.00	4030	98.00	7109
21/04/16	Petty Cash R/C	Petty Cash Resource Centre	17.29	0	17.29	various		7110
22/04/16	Petty Cash T/C	Petty Cash Town Council	49.95	0.00	49.95	various		7111
23/04/16	Colin Ross	Protective clothing and signs	83.04	16.61	99.65	various		7112
24/04/16	Ryalls	Equipment for H& S covering of urn wire V/H kitchen	10.53	2.11	12.64	4018		7113
25/04/16	Terry C Seymour	Street Light maintenance Jan-March 2016	£165.00	£33.00	£198.00	4043		7114
26/04/16	Terry C Seymour	New lantern A3 Primrose Lane	£340.00	£68.00	£408.00	4075		7114
27/04/16	Terry C Seymour	New column Old Oak Close	£1,700.00	£340.00	£2,040.00	4075		7114
28/04/16	Terry C Seymour	New column A8 Church Lane	£1,600.00	£320.00	£1,920.00	4075	4,566.00	7114
29/04/16	The Wildlife Trust BCN	Management of Glebe Meadows	503.68	100.74	604.42	4422		7115
45/04/16	Baker Ross	Resource centre crafts	47.46	9.49	56.95	4023		7116
46/04/16	Rialtas	Upgrade user licence cemetery and Omega software	119.00	23.80	142.80	4063		7117
Salaries Payments Due								
32/04/16	L Rowe	Final Salary & holiday-n-lieu & TOIL payment	Salary		Salary	4001		7118/9
33/04/16	G Bosworth	April Salary	Salary		Salary	4001		7120
34/04/16	K Rogers	April Salary	Salary		Salary	4001		7121
35/04/16	A Dean	April Salary	Salary		Salary	4001		7122
36/04/16	M Bird	April Salary	Salary		Salary	4001		7123
37/04/16	P Hector	April Salary	Salary		Salary	4001		7124
38/04/16	E Jackson	April Salary	Salary		Salary	4001		7125
39/04/16	J Bailey	April Salary	Salary		Salary	4001		7126
40/04/16	G Studley	April Salary	Salary		Salary	4001		7127
41/04/16	J Spedding	April Salary	Salary		Salary	4001		7128
42/04/16	S Foulkes	April Salary, TOIL & Overtime payment	Salary		Salary	4001		7129
	TOTAL SALARIES	NET APRIL SALARIES	9644.04	0.00	9,644.04	520		
Payroll Liability Payments Due								
43/04/16	HM Rev & Customs	Mth 1 PAYE	1718.92	0.00	1,718.92	525		
	HM Rev & Customs	Mth 1 Nat. Emp'ee NI Contri	738.62	0.00	738.62	525		
	HM Rev & Customs	Mth 1 Nat. Emp'er NI Contri	1042.73	0.00	1,042.73	525	3,500.27	7130
44/04/16	Beds Pension Fund	Mth 1 Emp'ee Super Contribution	453.69	0.00	453.69	526		
	Beds Pension Fund	Mth 1 Emp'er Super Contribution	1552.59	0.00	1552.59	526	2,006.28	7131
	TOTAL PAYROLL LIABILITIES	HMRC & BEDS PENSION FUND TOTAL	5506.55		5506.55			
TOTAL APRIL 2016 PAYMENTS			47,348.55	4,367.04	51,715.59			

RESOLVED that these accounts be paid.

- (e) **Precept 2016/17 – Receipt of 1st Instalment**
Members acknowledge receipt of the 1st instalment of the Council's precept from CBC by BACS payment into the Council's bank account.

487 COMMITTEE & WORKING PARTY ISSUES/UPDATES

487.1. Finance & General Purposes Committee:

- (a) **VAT Registration Completed – effective 1st April 2016.** Members acknowledged notification received from HMRC confirming VAT registration.
- (b) **CBC Legal Services and Monitoring Officer arrangements – effective 1st April 2016.** Members acknowledged receipt of an email from CBC's Peter Fraser, on behalf of Cllr Wenham, regarding CBC's pending partnership with LGSS Law which will encompass the role of CBC's Monitoring Officer from 1st April 2016. The Council also noted that this would result in the withdrawal of legal advice as previously given by CBC Corporate Lawyer Maria Domigos. Members agreed that the Council's Finance & General Purposes Committee should consider the implications of the latter.
- (c) **Town Council Office Extension Insurance: to consider valuation and policy amendment.** Members agreed to defer this matter to the next meeting pending further information being obtained by the Clerk.
- (d) NALC Financial Briefings:
- Governance & Accountability for Smaller Authorities in England – A Practitioners' Guide to Proper Practices March 2016. Members acknowledged receipt of the guidance and its effect on reporting practices for year-end 31st March 2017.
 - Local Audit and Accountability Act 2015 – Changes to Audit Appointments and Arrangements. Members acknowledged receipt of the guidance which relates to external audit for year-end 31st March 2016.

487.2. Public Lands & Highways Committee:

- (a) **Verge Maintenance – junction of Hospital Road/Station Road, Arlesey.** Prior to the meeting members received a copy of correspondence from a resident in relation to the maintenance of a Highways verge close to his property. The resident proposed that he undertake the responsibility for establishing a grass verge in place of current shrubbery as a result of a lack of maintenance by Central Bedfordshire Council. CBC representative had approved the proposal subject to the Town Council's comments being sought.

RESOLVED

that the Town Council support the proposal in principle subject to CBC retaining full overall responsibility for the verge.

- (b) **Recreation Ground Grass Cutting:**
- **Acknowledgement of correspondence from current contractor.** Members noted the receipt of correspondence from Mr M. Rainbow in relation to his contract with the Council for grass cutting at the recreation ground,
 - **Consideration of quotations for fortnightly grass cutting.** Members considered 3 quotations received for grass cutting at the recreation ground as obtained by the Clerk.

RESOLVED

that the quotation provided by Countywide Grounds Maintenance be approved by the Council for fortnightly grass cutting at the recreation ground.

- (c) **Recreation Ground border with neighbouring farm land.** Prior to the meeting members received a copy of correspondence from a neighbouring landowner regarding 'squeeze gaps' in the boundary fence. Cllr Sarll declared an interest in this item as a result of family connections to the landowner. Discussion took place on right-of-way issues and boundary maintenance responsibilities.

RESOLVED

that the Clerk seek confirmation of the Council's legal obligations and landowner responsibilities and report back to the next Public Lands & Highways Committee.

- (d) **CCTV Working Party Update** – Cllr Holloway advised members that the Council's Market Town Regeneration Fund application had been unsuccessful and therefore further consideration would need to be given to funding a CCTV project. Working Party to reconvene and bring a proposal to Public Lands & Highways Committee. An invitation had been received from the CCTV Support Centre at Stevenage to visit their premises.

487.3. Public Relations Committee:

- (a) **Arlesey Community Events Proposal – Summer Fete Finances.** Prior to the meeting members received a copy of a proposal from Samantha Ward, Chairman of the Events Group. The proposal sought the payment of a £1,500 grant to the Events Group to cover expenditure arising from the 2016 Summer Fete. Members were reminded that the Council had set a 'Fun Day' expenditure budget of £1,500 for financial year 2016/17, against a budgeted NIL income. Discussion took place on whether the proposal met with the Council's grant policy, however it was agreed that the prior setting aside of a budget specifically for the event addressed this issue. Members discussed whether or not income generated by the event should be retained by the Events Group in full or in part. As the Events Group was seeking funding for the event as opposed to the Council retaining control of the expenditure for the event as previously discussed, full responsibility for the event should be passed to them. As a result, all income should be retained by the group, with the intention that it would be used to fund the 2017 Summer Fete. A grant would be subject to the reporting of all income and expenditure resulting from the Summer Fete 2016.

RESOLVED

that a £1,500 grant be made to the Arlesey Community Events Group solely for the funding of expenditure incurred through the 2016 Summer Fete on the proviso that:

- **The Events Group assume full responsibility for the 2016 Summer Fete.**
- **A detailed report of income and expenditure arising from the 2016 Summer Fete be provided to the Town Clerk.**
- **Any unspent proportion of the grant must be returned to the Town Council.**
- **All income generated by the 2016 Summer Fete be retained by the Events Group, with the intention that this be used towards funding of the 2017 Summer Fete.**
- **The Events Group provide the Town Clerk with a copy of their Public Liability Insurance Certificate and Risk Assessment for the event.**
- **The Events Group make the necessary hire arrangements for the Village Hall and seek the Council's consideration to any concessions in relation to hire fees.**

- (b) **Civic Service Working Party Update** – Cllr Holloway advised members that a meeting of the Working Party had yet to be convened. Cllrs Holloway and Gravett to liaise and put forward dates for consideration by members.

487.4. Personnel Committee

- (a) **Assistant Clerk Recruitment – Approval of Draft Employment Contract.** Prior to the meeting members received a draft Employment Contract which was based on the NALC model contract.

RESOLVED

that the Council approve the draft Assistant Clerk Employment Contract to be offered to the successful candidate. Salary rate to be approved by Council prior to an appointment being confirmed.

- (b) **Approval of Overtime or Temporary Staff to provide cover for Town Council Office.** Following the recent vacancy of the Assistant Clerk position the Clerk had discussed methods of maintaining adequate staffing of the Town Council Office with Cllrs Holloway and Gravett during her informal review. Members were asked to consider the approval of overtime payable to existing staff members or the recruitment of a temporary member of staff. The Clerk had suggested the use of existing staff as a preferred option.

RESOLVED

that the Council approve the payment of overtime to existing members of staff to provide the necessary cover and staffing of the Town Council office.

488 **RESOURCE CENTRE MANAGER'S REPORT**

Members acknowledged receipt of the Resource Centre Manager's Report for March 2016. No questions were raised, other than to seek future clarity on daily footfall numbers. The report was welcomed for future meetings.

489 **REPRESENTATIVES' REPORTS**

Cllr Sarll advised members that a meeting of the Glebe Management Committee would take place on 21st April 2016. Cllr Gravett would attend.

490 **CBC ENVIRONMENTAL FRAMEWORK CONSULTATION**

Prior to the meeting members received a copy of a draft response prepared by Cllr Ferris as delegated. Members expressed their appreciation to Cllr Ferris in his absence for the work he had undertaken in reviewing the document and preparing a response on Council's behalf.

RESOLVED

that the Council approve the submission of the draft response as prepared by Cllr Ferris.

491 **REVIEW OF COUNCIL RESOLUTION: PAYMENT OF LEGAL FEES**

Members were asked to consider a draft re-wording of resolution previously reached under an exempt business item, during meeting held 17th March 2015, page 370, minute 1165. Resolution stated: *"RESOLVED that anyone acting on behalf of Arlesey Town Council would be covered for any possible prosecution."*

Discussion took place on the proposed draft re-wording prepared by the Clerk. After consideration, and following concerns expressed by members that the re-wording may leave them open to personal financial loss, members agreed that the resolution previously agreed on 17th March 2015 remain in its previously approved form.

RESOLVED

that the resolution reached under exempt business at the meeting held on 17th March 2015, page 370, minute 1165 remain in its present form.

492 BEDFORDSHIRE LOCAL RESILIENCE FORUM

Prior to the meeting members received notification of a consultation on emergency contacts held by the BLRF. Emergency contacts would be called upon to provide support and access to the emergency services in the event of a local emergency. A number of the existing contacts were ex-councillors.

RESOLVED

that the Clerk make contact with the existing named contacts to seek their confirmation of continued involvement. The Town Clerk, Cllrs Frost, Sarll and Wallace to be included within the contacts list with Cllr Sarll to be listed as the contact for Arlesey Volunteer Base of Operations.

493 PUBLIC PARTICIPATION ON ITEMS ARISING FROM THIS EVENING'S MEETING

Mr R. Watson suggested that the Council be mindful of the two separate traffic issues affecting the High Street, being that some sections were affected by speeding issues and other sections were affected by on-street parking issues.

The meeting closed at 10.10pm

CHAIRMAN

Date