

Minutes of a meeting of **ARLESEY TOWN COUNCIL** held on **Tuesday 21 March 2017** in the **Village Hall, High Street, Arlesey at 7pm.**

PRESENT: Cllrs: C Gravett (Chairman) M Gould
C Ferris M Holloway
R McGann C Livermore
J Randall S Sarll
J Wallace A Ward

In attendance: Ms S Foulkes (Town Clerk), Unitary Cllrs I Dalgarno, D Shelvey and R Wenham and 7 members of the public.

16/708 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllrs J Want, J Auburn, D Page, H Frost and S Stanbury.

16/709 DECLARATIONS OF INTEREST

- a) Disclosable Pecuniary Interests - None
- b) Other Interests:
 - Agenda item 12.5 – Cllrs Sarll and Ward due to connections with the Events Group.
 - Agenda item 12.3 – Cllr Gould due to proximity of car parking issue to his home address.

16/710 CHAIRMAN'S ANNOUNCEMENTS

Prior to the meeting members received a copy of the following correspondence which were taken as read:

- (a) **CBC Press Release** – Council Tax evasion court case resulting in a guilty verdict.
- (b) **CBC Press Release** – Youth Parliament members discuss lowering the voting age with MPs
- (c) **CBC Recycling Behaviour Change project** – Members to consider ways in which ATC can support CBCs campaign to encourage residents to recycle.
- (d) **Transforming Health Care Services in Bedfordshire, Luton and Milton Keynes** – Notification of public meeting schedule, regarding tangible proposals for change to health and care services
- (e) **Alistair Burt MP Parish Council Meeting held 4th February 2017** – Feedback received from recent Parish Council meeting held 4th February 2017

16/711 MEMBERS' QUESTIONS

Cllr Gravett reminded those members who were bank signatories and who had not yet resolved bank logins that they must do so as soon as possible to ensure sufficient members are available to authorise payments.

16/712 PUBLIC PARTICIPATION

There was no public participation.

16/713 MINUTES OF PREVIOUS MEETINGS

To consider and approve the minutes of the Town Council meeting held on 21 February 2017 as a true record of proceedings.

Amendments:

Page 303: Minute 16/702.2 - typographical correction to 2nd sentence - The Town Clerk

Page 305: Minute 16/705.4 – last sentence of Resolution 1) to read ‘**Each staff member to be responsible for keeping the item safe**’.

RESOLVED

that subject to the above amendments the minutes of the Town Council meeting held on 21 February 2017 be approved as a true record of proceedings and be signed by the Chairman of the meeting.

16/714 MATTERS ARISING

There were no matters arising.

16/715 REPORTS FROM CENTRAL BEDFORDSHIRE COUNCIL REPRESENTATIVES

715.1 Unitary Cllr Shelvey reported:

- Changes in CBC’s Executive had occurred resulting in Cllr Wenham being elected as Deputy Leader and Cllr Dalgarno taking up the role of Executive Member for Community Services.
- Council Tax bills had been sent out reflecting CBC’s 4.5% overall increase.
- Green garden waste collections had resumed.

715.2. Unitary Cllr Dalgarno reported:

- ‘My Central Beds’ website page recently launched working on post code data entry and providing local information including Ward Councillor contacts and local planning applications.
- Draft Local Plan will go to CBC Executive Committee early June 2017, and will then be released for the first stage of public consultation, showing areas but not specific sites. A second more detailed public consultation will take place at the end of 2017, followed by examination by Inspector in 2018.

715.3 Members questions and comments:

- Cllr Sarll expressed concerns about accessing large planning documents on CBC’s website. Advice was given regards downloading the documents, using the arrow on top right hand side of screen.
- Cllr Ward enquired about the painting of double yellow lines outside of the WI Hall. Cllr Shelvey advised that these would be completed when the contractor was next in the area.
- Cllr Ward raised concerns about parking issues on the junction of Hitchin Road and Hospital Road which were resulting through broken double yellow lines. Cllr Dalgarno advised that he would be arranging a highways parish meeting to establish priority works, and ATC members would be invited to attend.

16/716 PLANNING APPLICATIONS & ISSUES

Members considered comments to be submitted to CBC on the following applications:

- (a) **CB/17/00744/FULL: Land to the rear of 54 High Street, Arlesey**
Proposal: New dwelling with enlarged crossover (Resubmission of application CB/16/00886/FULL dated 19/05/16). No comments deemed necessary.
- (b) **CB/TRE/17/00055: Adjacent to 64 House Lane, Arlesey, SG15 6XX**
Proposal: Works to trees subject to a Tree Preservation Order: Purple Beech (marked as T7 on plan) – fell due to a large ganoderma fungal bracket/hollow sound, leans over road and adjacent to property. Tree protected by TPO reference MB/TPO/88/00005 G1. Cllr Wenham advised the application was for information purposes only.
- (c) **CB/17/00947/VOC: 58 Hitchin Road, Arlesey, SG15 6RR**
Proposal: Variation of conditions 4, 10 and 12 to planning permission CB/15/01950/FULL (5 new dwellings) and removal of condition 9 to allow completion of works related to plots 1 and 2 to be approved separately from plots 3, 4 and 5. Discussion took place on the rationale for the removal of conditions. No comments deemed necessary.
- (d) **CB/17/00156/FULL: 18 Primrose Lane, Arlesey, SG15 6RD**
Proposal: Single storey, front extension.

RESOLVED

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

- (e) **CB/17/01158/OUT: Land at Chase Farm, east of High Street, Arlesey**
Proposal: Outline Application: Development of up to 950 No. dwellings, an 80 bedroom extra care unit, a form entry lower school, up to 7,000 sq. metres of employment floor space, up to 6,500 sq. metres of retail (A1-A5), a hotel. Healthcare inc. provision of new doctors surgery and dentists and leisure/community use of which up to 500 sq. metres to comprise of community use floor space, provision of new cycling & walking routes, open space including sports pitches, associated changing parking and other ancillary facilities and formal play areas together with associated works and operations including engineering operations & earthworks.

Cllr Sarll declared a non-pecuniary interest due to the proximity of her spouse's land.

RESOLVED

that a response be delegated to a Working Party consisting of Cllrs Want, Wallace, Randall, Ward, Gould, McCann and Gravett in part to be submitted prior to be considered in the first instance by ATC on 18th April 2017.

- (f) **CB/17/01063/FULL: 41 High Street, Arlesey, SG15 6SW**
Proposal: Change of use of first floor from storage area to tattoo studio

RESOLVED

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

- (g) **CB/17/01057/FULL: 10A Church End, Arlesey, SG15 6UY**
Proposal: Single storey, rear extension

RESOLVED

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

- (h) **Planning Applications Refused/Granted** – As at 16th March 2017. Members acknowledged recent decisions as identified by an asterisk.
- (i) **Enforcement issues acknowledged:**
- **74 Church Lane, Arlesey, SG15 6UX** – Alleged breach of condition 3 attached to planning permission CB/16/05456 – commercial use of log cabin
- (j) **Telereal Trillium ‘Community Building’ Consultation** – Cllr Gravett gave a brief update from the Working Party. The proposed 5,000 sq ft building appeared undersized in comparison to other funded community buildings. Meetings with CBC’s Sarah Hughes Community Partnerships Officer and BRCC’s Bob Hughes Community Buildings Advisor were recommended and agreed as the next appropriate steps.
- (k) **Masterplan S106 Infrastructure Funding Update** – Cllr Gravett provided a brief update following the meeting with CBC which advised that CBC are mindful of the pooling limitations in that each S106 project can only be funded from five separate contributions and current plan is that the bulk of the contributions from sites 1 and 3 will go towards education and providing a new school.
- Members were also advised that 2 Masterplan planning applications, Land at White Horse Field for 56 dwellings and Land West of High Street for 40 dwellings would be considered at CBC’s next Development Management Committee meeting on 29th March 2017. Members agreed that Cllrs Want, Gravett and Wallace should attend and represent the Council at the meeting.
- (l) **Arlesey Neighbourhood Plan** - Members acknowledged a brief update provided by the Town Clerk on behalf of Cllr Want: The Examiner will be appointed once CBC had obtained and reviewed three quotations. Very few representations on the public consultation received to-date.
- (m) **Tetlow King Development Proposals for Land at Hitchin Road** – Cllr Gravett provided an update on a second meeting with Tetlow King who had provided a ‘not for publication’ indicative draft plan for 97 dwellings to include 37 flats in three storey blocks and semi-detached and detached housing. Tetlow King wished to gauge ATC’s position on the proposals which included the extension of the 30 mph speed limit past the proposed housing development, which was outside of the current settlement envelope. Cllr Wenham suggested that CBC would not normally be supportive of developments of this type, however until a 5 year land supply is agreed they would have a greater likelihood of success. Further discussion on the viability of the proposals took place with members expressing their own individual views. No proposals for feedback were forthcoming.

16/717 FINANCE REPORTS

- (a) **Income and Expenditure – February 2017**
Prior to the meeting members received a report of Income and Expenditure up to 28th February 2017, compared to 2016/17 budget (month 11) and were invited to submit questions to the Town Clerk as necessary. No questions were raised.
- (b) **Balance Sheet as at 28th February 2017**
Prior to the meeting members received the Balance Sheet as at 28th February 2017 (month 11) and were invited to submit questions to the Town Clerk as necessary. No questions were raised.
- (c) **Petty Cash – 28th February 2017**
To receive for approval copies of the petty cash details for the Town Council and Resource Centre for 28th February 2017– (month 11)

RESOLVED

that the petty cash expenditure and reimbursements be approved.

(d) **Accounts for Payment**

To approve accounts to be paid as advised to members at the meeting.

FOLIO	PAYEE	DESCRIPTION	AMOUNT	VAT DUE	TOTAL	ACC. No.	MULTIPLE INV. TOTAL	CHQ No.
Direct Debit Payments								
DD01/03/17	Axis Energy	MUGA Electricity supply February 2017	53.03	2.65	55.68	4014		DD
DD02/03/17	Biffa	Cemetery refuse collection	85.82	17.16	102.98	4017		DD
DD03/03/17	SSE	Unmetered streetlighting	184.03	36.80	220.83	4014		DD
DD04/03/17	SSE	Unmetered streetlighting	11.55	0.57	12.12	4014	232.95	DD
DD05/03/17	EON	Cemetery electricity supply	10.71	0.54	11.25	4014		DD
DD06/03/17	Barclays	Banking charges	10.35	0.00	10.35	4071		DD
DD07/03/17	Right Fuelcard	ESSO Diesel and Network services	43.92	8.78	52.70	4051		DD
DD08/03/17	Right Fuelcard	ESSO Diesel and Network services	21.07	4.21	25.28	4051	77.98	DD
DD09/03/17	BT	Office fax line	37.89	7.58	45.47	4021		DD
DD10/03/17	BT	Office telephone	252.85	50.57	303.42	4021	348.89	DD
DD11/03/17	Cloudscape	Broadband and internet	33.34	6.67	40.01	4028	Acc. in CREDIT	
PAID ACCOUNTS - Deposit refunds/other reimbursements.								
PA01/03/17	S Crowhurst	Hall hire deposit refund	50.00	0.00	50.00	570	PAID	300010
PA02/03/17	P Jewell	Hall hire deposit refund	50.00	0.00	50.00	570	PAID	300011
PA03/03/17	J Woolfe	Hall hire deposit refund	50.00	0.00	50.00	570	PAID	300012
ONLINE Payments Due								
01/03/17	Mark Laurence	Village Hall floor cleaning	250.00	0.00	250.00	4016	-	ONLINE
02/03/17	Janet Bailey	Stamps reimbursement	97.00	0.00	97.00	4022		ONLINE
03/03/17	Janet Bailey	Mileage Claim	7.29	0.00	7.29	4009	104.29	ONLINE
04/03/17	Susan Foulkes	2 x 2GB PC memory upgrade (Clerk's PC)	26.99	5.40	32.39	4028		ONLINE
05/03/17	Susan Foulkes	Cemetery taps and connectors	97.26	19.45	116.71	4045	149.10	ONLINE
06/03/17	DWF LLP	Professional Fees	500.00	100.00	600.00	4037	-	ONLINE
07/03/17	BLM	VAT payable on insurance claim	0.00	100.00	100.00	105	-	ONLINE
08/03/17	HERTS FULLSTOP	Stationery	41.85	8.37	50.22	4023		ONLINE
09/03/17	CBC	Hillary Rise Allotments Rent	48.75	0.00	48.75	4013		ONLINE
10/03/17	Newitts.com	Harrod FS6 Perm 5AS goals (pair)	508.68	101.74	610.42	4045		ONLINE
11/03/17	On the Button	January 2017 editorial	50.00	0.00	50.00	4033		ONLINE
12/03/17	Argos for Business	Staff mobile phones and sim cards	20.72	4.15	24.87	4045		ONLINE
13/03/17	JRB Enterprise LTD	Dog bags	58.04	11.61	69.65	4029		ONLINE
14/03/17	WPS	Commercial vehicle insurance	203.42	0.00	203.42	4053		ONLINE
15/03/17	Countrywide	Transport rubbish bins to Cemetery	50.00	10.00	60.00			ONLINE
16/03/17	Countrywide	Carry out repair to benches	145.00	29.00	174.00	4042		ONLINE
17/03/17	Adam Bradford	Website domain renewal arleseyc.co.uk and update	20.06	0.00	20.06	4078		ONLINE
18/03/17	Adam Bradford	Website updates, rectify/investigate and breach	63.48	0	63.48	4078	83.54	ONLINE
19/03/17	Daniella Rickman	Mileage Claim	10.76	0.00	10.76	4009		ONLINE
CHEQUE Payments due								
20/03/17	PETTY CASH T/C	Reimbursements of Petty Cash for T/C	33.49	0.00	33.49			300013

21/03/17	PETTY CASH R/C	Reimbursements of Petty Cash for R/c	12.29	0.00	12.29		45.78	
22/03/17	The Need Project	S137 Grant allocation – Central Bedfordshire	200.00	0.00	200.00	4401		300014
Payroll Liability Payments Due								
23/03/17	HM Rev & Customs	Mth 12 PAYE	424.80		424.80	525		
	HM Rev & Customs	Mth 12 Nat. Emp'ee NI Contributions	382.17		382.17	525		
	HM Rev & Customs	Mth 12 Nat. Emp'ee NI Contributions	436.72		436.72	525	1,243.69	ONLINE
24/03/17	Beds Pension Fund	Mth 12 Emp'ee Super Contribution	451.52		451.52	526		
	Beds Pension Fund	Mth 12 Emp'ee Super Contribution	1586.66		1,586.66	526	2,038.18	ONLINE
Salaries Payments Due								
25/03/17	S. Foulkes	MARCH Salary	Salary		Salary	4001		ONLINE
26/03/17	J Bailey	MARCH Salary	Salary		Salary	4001		ONLINE
27/03/17	A Dean	MARCH Salary	Salary		Salary	4001		ONLINE
28/03/17	M Bird	MARCH Salary	Salary		Salary	4001		ONLINE
29/03/17	P Hector	MARCH Salary	Salary		Salary	4001		ONLINE
30/03/17	E Jackson	MARCH Salary	Salary		Salary	4001		ONLINE
31/03/17	J Spedding	MARCH Salary	Salary		Salary	4001		ONLINE
32/03/2017	D Pascoe	MARCH Salary	Salary		Salary	4001		ONLINE
33/03/2017	D. Rickman	MARCH Salary	Salary		Salary	4001		ONLINE
TOTAL SALARIES		NET March SALARIES	8,072.83	0.00	8,072.83	520		
TOTAL MARCH 2017 PAYMENTS			14,694.34	525.25	15,219.59			

RESOLVED

that these accounts be paid.

16/718 FINANCE & GENERAL PURPOSES COMMITTEE REPORTS

- 718.1 **Increase in Section S137 sum for 2017/18** – Members acknowledged an increase in S137 sum for parish councils for 2017-18 to £7.57 per elector.
- 718.2 **Scottish Power** – Members acknowledged correspondence received from Scottish Power advising of a standard tariff increase from 31st March 2017.
- 718.3 **Abacus Leewell** – Members acknowledged notification of liquidation from Abacus Leewell who had previously supplied IT services and copier/printer support to Town Council office and Resource Centre. The Council would need to consider IT support going forward.
- 718.4 **Triumph-Adler Copier Service Agreement** – Members considered a proposal for the supply of copier/printer service agreement from Triumph-Adler UK, payable by Direct Debit, to replace lost services from Abacus-Leewell.

RESOLVED

that the copier/printer service agreement with Triumph Adler be approved and payments be made by monthly direct debit.

- 718.5 **Grant Application: Autism Bedfordshire** – Members considered further correspondence from Autism Bedfordshire regarding Arlesey resident's use of adult services in Luton and Dunstable.

RESOLVED

that no grant be awarded due to concerns that no benefit would be derived by Arlesey residents.

- 718.6 **ATC Vehicle Replacement Update** - Members considered issues arising following the purchase of a vehicle from M6 Motor Sales, which included a handbrake fault, underbody corrosion and the radiator being filled with mud. Remedial costs had been discussed with M6 Motor Sales, resulting in the receipt a final offer to reimburse the Council £313 plus VAT or the return of the vehicle for a full refund less excess mileage. Discussion took place on the age of the vehicle, its previous owner history and its suitability to the Council's work. Members noted the purchase price of £9,950 plus VAT was within the £14,000 budget set by the Council, and therefore repairs could be funded within the budget. The purchase of a trailer, at an approximate cost of £2,000, was outstanding and would also be funded from the agreed budget. Cllr Ward agreed to progress this purchase at the earliest opportunity.

RESOLVED

that the Council accept M6 Motor Sales offer of reimbursement of costs of £313 plus VAT to complete the handbrake repair and part fund the underbody corrosion treatment.

- 718.7 **Ordnance Survey Mapping Agreement** – Members considered the Town Council's signing of a Public Sector Mapping Agreement to access and share OS Maps, which was offered at no cost to the Council.

RESOLVED

that the Council approve the signing of the Public Sector Mapping Agreement.

- 718.8 **Review of Standing Orders** – Prior to the meeting members received a copy of the Council's adopted Standing Orders with suggested amendments indicated in red ink and highlighted yellow. Standing Order 7 – last word to read "directs." Standing Order 16 (e) - members noted that a motion to suspend the time limit for public participation could be made if deemed necessary.

RESOLVED

that the proposed amendments as indicated in red ink and highlighted yellow be approved by the Council.

- 718.9 **Review of Financial Regulations** – Prior to the meeting members received a copy of the Council's adopted Financial Regulations with suggested amendments indicated in red ink and highlighted yellow.

RESOLVED

that the proposed amendments as indicated in red ink and highlighted yellow be approved by the Council.

- 718.10 **Review of Annual Investment Policy** – Prior to the meeting members received a copy of the Council's adopted 2016/17 Annual Investment Policy with suggested amendments indicated in red ink and highlighted yellow. The 'DCLG' appendix provided to members explained the rationale for the amendments.

RESOLVED

that the proposed amendments as indicated in red ink and highlighted yellow be approved by the Council.

- 718.11 **Annual Review of Risk Assessment year ended 31st March 2017** – Prior to the meeting members received a copy of the annual risk assessment as prepared by Cllr Stanbury and Town Clerk.

RESOLVED

that the Risk Assessment for year ended 31st March 2017 be approved by the Council.

- 718.12 **Annual Review of Effectiveness of systems of Internal Control year ended 31st March 2017** – Prior to the meeting members received a copy of the of annual review as prepared by Cllr Livermore and Town Clerk.

RESOLVED

that the Annual Review of Effectiveness of systems of Internal Control for year ended 31st March 2017 be approved by the Council.

- 718.13 **Annual Review of Effectiveness of Internal Audit year ended 31st March 2017** – Prior to the meeting members received a copy the annual review of internal audit as prepared by Town Clerk.

RESOLVED

that the Annual Review of Effectiveness of Internal Audit for year ended 31st March 2017 be approved by the Council.

- 718.14 **Annual Review of Asset Register** – Members considered Town Clerk's request to defer a review of the Asset Register until April meeting to enable inclusion of year-end transactions.

RESOLVED

that the Annual Review of the Asset Register take place at the April meeting.

- 718.15 **Internal Audit Engagement Letter and Year-End Inspection** - Members acknowledged receipt of IAC Engagement Letter and arrangement of year-end internal audit inspection date being Wednesday 24th May 2017.

- 718.16 **Approval of Audit Plan for year ended 31st March 2017** – Prior to the meeting members received a copy of the Audit Plan for year ended 31st March 2017 which provided key dates in respect of the internal and external audit for year ended 31st March 2017.

RESOLVED

that the Audit Plan for year ended 31st March 2017 be approved by the Council.

- 718.17 **Grounds Maintenance Equipment Service** – Members acknowledged service and repair costs approved by Chairman/Town Clerk following inspection of Husquavana Ride-On Mower amounting to £413 plus VAT.

16/719 PUBLIC LANDS & HIGHWAYS COMMITTEE REPORTS

- 719.1 **MUGA Pavilion Refurbishment Project** – Members considered Alan Lamb Associates Fee Proposal, to provide project management services in relation to the MUGA refurbishment project. Project costs were estimated at £25k with their fee of £5k being in addition to this costs. The Town Clerk had forwarded the fee proposal and draft sketch plan to Beds FA who had recommended Alan Lamb Associates, and had received an email confirming that the draft was in-keeping with their recommendation of proposed works.

RESOLVED

that the Council approve the £5k fee proposal and draft sketch plan submitted by Alan Lamb Associates to enable the MUGA refurbishment project to be progressed.

- 719.2 **The Etonbury Green Wheel Masterplan draft** – Consideration of draft Etonbury Green Wheel Masterplan. Comments to be submitted by Friday 31st March 2017. Cllr Ferris advised members that this was a Stakeholder Consultation only, and that members of the public would be consulted later. Factual corrections were sought rather than content representations. Individual members could submit comments via Cllr Ferris. Cllr Ward queried timescales which appeared to be outdated, and Cllr Sarll queried page 53 project 15B in relation to Church End expansion. Cllr Ferris will raise these queries on behalf of the Council.

- 719.3 **Parking issues** – Members considered correspondence from a resident regarding parking issues at London Row-Hitchin Road junction, and noted that this was not an isolated issue.

RESOLVED

that a letter be sent to CBC Parking Enforcement detailing the issue highlighted by the resident together with the issue at Hospital Road as raised by Cllr Ward. Resident to be advised of Council's response.

- 719.4 **Allotments shed request** – Members considered a request from an allotment tenant to place a shed on their plot at Stotfold Road.

RESOLVED

that permission be granted.

- 719.5 **Arlesey Events Group** – Members considered a request from Arlesey Events Group to hold a Picnic in the Park event on Recreation Ground on 17th June 2017 from 4pm – 8pm.

RESOLVED

that consent be granted to the Events Group for the free use of the Recreation Ground on 17th June 2017 for a Picnic in the Park community event.

- 719.6 **Skip Hire** – Members noted the delivery of the skip as previously approved by Council, and considered payments being made to Cawleys by direct debit for call-off/rental payments.

RESOLVED

that the Council approve payments be made to Cawleys by direct debit.

- 719.7 **Great British Spring Clean 2017** – Members received a brief report from Cllr Livermore on the event held on the weekend of 4th/5th March 2017. 25-30 volunteers had participated resulting in a significant number of rubbish sacks being accumulated for collection by Central Bedfordshire Council. It was hoped that the Clean Up Event could form part of the Council's annual calendar, with a 2018 date being agreed further in advance to enable all organisations to plan their involvement. The Clerk reported that 2 complaints concerning an individual member's personal Facebook account had been received, and these would be considered by the Council in accordance with the Council's Complaints Procedure at the next meeting.

- 719.8 **Proposed Temporary Road Closure: Hitchin Road** – Members acknowledged notification of a proposed temporary road closure between 8am-4pm from Tues. 11th April to Thurs. 13th April. Members requested that CBC be reminded to liaise with bus companies and that the closure be publicised on the Council's Facebook page.

- 719.9 **CBC Leisure Strategy** - Members were asked to consider the parish priorities for new or improved recreational open spaces and outdoor sports facilities to help secure developer contributions. Deadline for responses 2nd May 2017.

RESOLVED

that the Council delegate the drafting of a response to a Working Party consisting of Cllrs Ferris and Sarll and Mr R. Watson, to be considered at the Council's April meeting.

- 719.10 **Community Centre Bench Replacement** – Members considered the location of the replacement bench, noting further information provided within a members' briefing paper.

RESOLVED

that the replacement bench be situated in the same location as the previously donated Royal British Legion bench facing in the same direction as present.

720 PUBLIC RELATIONS COMMITTEE REPORTS

- 720.1 **Councillor Surgeries** – Cllr's Ward and Gravett had attended the Councillor Surgery held on 4th March 2017 and reported that no residents had attended.
- 720.2 **DRAFT On the Button Editorial Rota: May to December 2017** – Cllr Ward had circulated a draft rota prior to the meeting which was agreed principle as follows:
- | | | | |
|-------------------|---------------------|----------------------|----------------------|
| May – Cllr Auburn | June – Cllr Gravett | July – Cllr Holloway | August – Cllr McGann |
| Sept – Cllr Sarll | Oct – Cllr Wallace | Nov – Cllr Want | Dec – Cllr Ward |
- 720.3 **St Peter's Church 'St George's Day' Town Service Update** – Cllr Holloway provided a brief update following meeting held on 23rd February 2017. Cllrs Randall and McGann's contact details had been passed to Rev. Boulton to enable him to make contact regarding the readings.

721 PERSONNEL COMMITTEE REPORTS

- 721.1 **LGPS Mandatory Ill Health Insurance Provision** – Members acknowledged Bedfordshire Pension Funds correspondence advising that Ill Health Insurance would now be mandatory provision which superseded the Council's earlier decision on this matter in 2016.
- 721.2 **National Living Wage Increase 1st April 2017** - Members acknowledged an increase in NLW from £7.20 to £7.50 to be implemented in staff salaries from 1st April 2017.

722 REPRESENTATIVES' REPORTS

- 722.1 **Bedfordshire Police Liaison** - Cllr Wallace provided a brief report on the following:
- Crime Figures February 2017 - 7 crimes reported.** Members noted that these figures would differ again from those published on the police.uk website, as a result of sanitisation of anti-social behaviour and sensitive crime statistics. A difference of 6 crimes was noted in the January 2017 figures.
 - Update on liaison/correspondence with Bedfordshire Police and PCC** – Sgt Geary had taken up another position which negated the need for the correspondence approved by Council at the last meeting. The area was currently without a Police Sergeant. Cllr Wallace had attended the recent Operation Beneke (Mobile Police Station), which had been held for 2 hours in Burymead car park, and reported that resident visitor numbers had been extremely low. Concerns were expressed that the timing and publicity of the operation may have impacted on the number of resident visitors.
 - Neighbourhood Priority Setting** - Members considered a template form provided by Bedfordshire Police for the setting of Arlesey's priorities. Cllr Wallace was due to deliver the form at meeting to be held on 24th March 2017 at Biggleswade. Members identified the following priorities in no specific order: visible policing, speeding, nuisance parking, drug dealing, fly tipping. Members then agreed that the main priority should be the apparent lack of police responsiveness and support.
 - Bedfordshire Police Newsletter: Issue 3** - Members acknowledged receipt of the newsletter.

16/723 PUBLIC PARTICIPATION ON ITEMS ARISING FROM THIS EVENING'S MEETING

There was no public participation.

16/724 EXEMPT AGENDA ITEMS: 18, 19 & 20

To resolve to exclude members of the public and press from the meeting under section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 by reason of the confidential nature of the business on the grounds that that this business relates respectively to:

- 1) Information relating to any individual (Item 1: Annex B – Descriptions of Exempt Business/DCLG Open & Accountable Local Government)

- 2) to legal proceedings (Item 5: Annex B – Descriptions of Exempt Business/DCLG Open & Accountable Local Government).
- 3) to labour relations issues (Item 4: Annex B – Descriptions of Exempt Business/DCLG Open & Accountable Local Government).

RESOLVED

that members of public and press be excluded from the meeting under section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 by reason of the confidential nature of the business to be transacted.

16/725 RECONSIDERATION OF DISPOSAL OF ATC FORD TRANSIT VEHICLE

Members reconsidered the disposal of the ATC Ford Transit vehicle, as had previously been agreed at last Town Council meeting, following an allegation made about the Council's processes resulting from informal discussions between interested parties. Members noted the adverse impact on the Town Clerk's time that this matter was having.

RESOLVED

that the Ford Transit vehicle be offered to Mr S Jordan in its current non-working state at NIL charge, subject to all charges in relation to the vehicle and Frontline Garage being off-set. A contingency was approved to authorise the Town Clerk to arrange alternative disposal in the event Mr Jordan declined the Council's offer.

16/726 OUTSTANDING PERSONNEL ISSUE RELATING TO A FORMER EMPLOYEE

Members received an update from Cllr Livermore on developments relating to external proceedings. An employment tribunal concerning Mrs E. Hare and the Town Council had been completed on 16th March 2017, and a judgement was expected within 28 days.

16/727 PERSONNEL ISSUES RELATING TO EXISTING EMPLOYEES

- 727.1. **Staff Member Sickness Absence** - Members considered the Council's position in relation to a staff member's sickness absence exceeding 4 weeks, and referred to the Council's Health Capability Procedure for guidance.

RESOLVED

that a referral be made to Bedford Borough Occupational Health Services and a GP report be sought.

- 727.2. **Review of Town Clerk Salary Spinal Point effective 1st April 2017** - Members were asked to consider Cllr Gravett's proposal following the Town Clerk's appraisal held on 31st January 2017. The Town Clerk left the meeting prior to discussion taking place.

RESOLVED

- 1) **that the role of Arlesey Town Council's Town Clerk be graded at NJC Salary Scale LC3 SCP 41**
- 2) **that the Town Clerk's contract of employment be amended to reflect NALC and SLCC National Agreement on Salaries and Conditions of Service in England and Wales 2004 Part 1 paragraph 8 which outlines how the employee may move through the scale over time annually subject to satisfactory performance**
- 3) **These changes to be effective from 1st April 2017.**

The meeting closed at 10.25pm

CHAIRMAN

Date