

16 March 2017

To: Members of the Council

A meeting of **ARLESEY TOWN COUNCIL** will be held in the **Village Hall, Arlesey** on **Tuesday 21 March 2017 at 7.00pm.**

All Members of the Town Council are hereby summoned to attend for the purpose of considering and resolving the business to be transacted.

Ms Susan Foulkes
Town Clerk

AGENDA

1 APOLOGIES FOR ABSENCE

2 DECLARATIONS OF INTEREST

To receive declarations of interest from members

(Members of the Council are invited to disclose any personal or personal and pecuniary interests they may have in any items on the agenda for this meeting in accordance with the Council's Code of Conduct for Members)

3 CHAIRMAN'S ANNOUNCEMENTS

- (a) **CBC Press Release** – A statement that didn't quite stand up in court *(attached)*
- (b) **CBC Press Release** – Youth Parliament members discuss lowering the voting age with MPs *(attached)*
- (c) **CBC Recycling Behaviour Change project** – Members to consider ways in which ATC can support CBCs campaign to encourage residents to recycle.
(attached)
- (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
(attached)
- (e) **Alistair Burt MP Parish Council Meeting held 4th February 2017** – Feedback received from recent Parish Council meeting held 4th February 2017
(attached)

4 MEMBERS QUESTIONS

5 PUBLIC PARTICIPATION

6 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. *(attached)*

7 MATTERS ARISING

8 REPORTS FROM CENTRAL BEDFORDSHIRE COUNCIL REPRESENTATIVES

To receive reports from Ward Councillors.

9 PLANNING APPLICATIONS & ISSUES

Members to consider 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)
- (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.
- (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
- (d) **CB/17/00156/FULL:18 Primrose Lane, Arlesey, SG15 6RD**
Proposal: Single storey, front extension
- (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.

Consideration of delegation to Working Party to draft response for consideration by ATC 18th April 2017. Extension of 3 week deadline to 16 weeks approved by CBC.
- (f) **CB/17/01063/FULL: 41 High Street, Arlesey, SG15 6SW**
Proposal: Change of use of first floor from storage area to tattoo studio
- (g) **CB/17/01057/FULL: 10A Church End, Arlesey, SG15 6UY**
Proposal: Single storey, rear extension
- (h) **Planning Applications Refused/Granted** – As at 16th March 2017. New decisions identified by an asterisk. *(attached)*
- (i) **Enforcement issues:**
 - **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** – Update from on Working Party on developments and next steps.

- (k) **Masterplan S106 Infrastructure Funding Update** – Update from Cllr Gravett following 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/new school.
- (l) **Arlesey Neighbourhood Plan** - Update from Cllr Want: Examiner will be appointed once CBC have obtained and reviewed three quotations. Very few representations had to-date been received on the consultation.
- (m) **Tetlow King Development Proposals for Land at Hitchin** – Cllr Gravett to provide update on further developments

10 **FINANCE REPORTS**

- (a) **Income and Expenditure – February 2017**
To review the year-to-date Income and Expenditure up to 28th February 2017, compared to 2016/17 budget (month 11) and submit questions to the Town Clerk as necessary. *(attached)*
- (b) **Balance Sheet as at 28th February 2017**
To review the Balance Sheet as at 28th February 2017 (month 11) and submit questions to the Town Clerk as necessary. *(attached)*
- (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) *(attached)*
- (d) **Accounts for Payment**
To approve accounts to be paid as advised to members at the meeting.

11 **FINANCE & GENERAL PURPOSES COMMITTEE REPORTS**

- 11.1 **Increase in Section S137 sum for 2017/18** – Acknowledgement of increase in S137 sum for parish councils for 2017-18 to £7.57 *(attached)*
- 11.2 **Scottish Power** – Acknowledgement of correspondence received from Scottish Power regarding standard tariff increase from 31st March 2017 *(attached)*
- 11.3 **Abacus Leewell** – Acknowledgement of Abacus Leewell liquidation who currently supply IT services and copier/printer support to Town Council office & Resource Centre *(attached)*
- 11.4 **Triumph-Adler** – Approval of Triumph-Adler UK, Contract and Direct Debit Agreement to provide service and support for Town Council Office copier/printer following *(attached)*
- 11.5 **Grant Application: Autism Bedfordshire** – Consideration of further correspondence from Autism Bedfordshire regarding Arlesey resident's use of adult services in Luton and Dunstable *(attached)*
- 11.6 **ATC Vehicle Replacement Update** - Consideration of issues arising and response to M6 Motor Sales regarding offer of reimbursements or refund less excess mileage. *(attached)*
- 11.7 **Ordnance Survey Mapping Agreement** – Approval of Town Council's signing of a Public Sector Mapping Agreement at no cost to the Council to access and share OS Maps. *(attached)*
- 11.8 **Review of Standing Orders** - Approval of amendments indicated in red/highlighted. *(attached)*
- 11.9 **Review of Financial Regulations** – Approval of amendments indicated in red/highlighted. *(attached)*
- 11.10 **Review of Annual Investment Policy** – Approval of amendments indicated in red/highlighted. The 'DCLG' appendix provided explains rationale for the amendments recommended by Town Clerk. *(attached)*

- 11.11 **Annual Review of Risk Assessment** – Approval of annual risk assessment as prepared by Cllr Stanbury and Town Clerk. *(attached)*
- 11.12 **Annual Review of Effectiveness of systems of Internal Control year ended 31st March 2017** – Approval of annual review as prepared by Cllr Livermore and Town Clerk. *(attached)*
- 11.13 **Annual Review of Effectiveness of internal audit year ended 31st March 2017** – Approval of annual review as prepared by Town Clerk. *(attached)*
- 11.14 **Annual Review of Asset Register** – Approval to defer until April meeting to enable inclusion of year-end transactions.
- 11.15 **Internal Audit Engagement Letter and Year-End Inspection** - Receipt of IAC Engagement Letter and confirmation of year-end internal audit inspection date being Wednesday 24th May 2017. *(attached)*
- 11.16 **Approval of Audit Plan for year ended 31st March 2017** – Members to acknowledge and approve the Audit Plan for year ended 31st March 2017. *(attached)*
- 11.17 **Grounds Maintenance Equipment Service** – Acknowledgement of costs approved by Chairman/Town Clerk following inspection of Husquavana Ride-On Mower. *(attached)*

PUBLIC LANDS & HIGHWAYS COMMITTEE REPORTS

- 12.1 **MUGA Pavilion Refurbishment Project** – Consideration of Alan Lamb Associates Fee Proposal to provide project management services in relation to the MUGA refurbishment project. *(attached)*
- 12.2 **The Etonbury Green Wheel Masterplan draft** – Consideration of draft Etonbury Green Wheel Masterplan. Comments to be submitted by Friday 31st March 2017. *(attached)*
- 12.3 **Parking issues** – Consideration of resident's correspondence regarding parking issues at London Row-Hitchin Road junction *(attached)*
- 12.4 **Allotments shed request** – Consideration of allotment tenant's request for permission to site a shed on an allotment at Stotfold Road. *(attached)*
- 12.5 **Arlesey Events Group** – Consideration of request from Arlesey Events Group to hold a Picnic in the Park event on Recreation Ground on 17th June 2017 from 4pm – 8pm. *(attached)*
- 12.6 **Skip Hire** – Approval of call-off/rental payments by Direct Debit to Cawleys. *(attached)*
- 12.7 **Great British Spring Clean 2017** – Members to receive an update from Cllr Livermore on the event successes and areas for improvements.
- 12.8 **Proposed Temporary Road Closure: Hitchin Road** – Consideration of proposed temporary road closure between 8am-4pm from Tues. 11th April to Thurs. 13th April – observations asap. *(attached)*
- 12.9 **CBC Leisure Strategy** - Consideration of parish priorities for new or improved recreational open spaces and outdoor sports facilities to help secure developer contributions. *(attached)*
- 12.10 **Community Centre Bench Replacement** – Consideration of location of replacement bench. *(attached)*

PUBLIC RELATIONS COMMITTEE REPORTS

- 13.1 **Councillor Surgeries** – Cllr's Ward and Gravett to provide an update on Councillor Surgery held on 4th March 2017.
- 13.2. **DRAFT On the Button Editorial Rota: May to December 2017** – Consideration of draft rota.
- 13.3. **St Peter's Church 'St George's Day' Town Service Update** – Cllr Holloway to provide update following meeting held on 23rd February 2017.

14 PERSONNEL COMMITTEE REPORTS

- 14.1 **LGPS Mandatory Ill Health Insurance Provision** – Acknowledgement of Bedfordshire Pension Funds correspondence advising that Ill Health Insurance would now be mandatory provision. *(attached)*
- 14.2. **National Living Wage Increase 1st April 2017** - Acknowledgement of increase in NLW from £7.20 to £7.50 to be implemented in staff salaries from 1st April 2017. *(attached)*

15 REPRESENTATIVES' REPORTS

- 15.1. **Bedfordshire Police Liaison** - Cllr Wallace to provide a brief report on the following:
- (a) Crime Figures February 2017 *(attached)*
 - (b) Update on liaison/correspondence with Bedfordshire Police and PCC
 - (c) Neighbourhood Priority Setting - Consideration of Arlesey priorities to enable to delivery by Cllr Wallace at meeting to be held on 24th March 2017 at Biggleswade. *(attached)*
 - (d) Bedfordshire Police Newsletter – Issue 3 *(attached)*

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

17 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).

19 RECONSIDERATION OF DISPOSAL OF ATC VEHICLE

Members to reconsider the disposal of the ATC vehicle as agreed at last Town Council meeting following an allegation made about the Council's processes resulting from informal discussions between interested parties.

20 OUTSTANDING PERSONNEL ISSUE RELATING TO A FORMER EMPLOYEE

Members to receive an update on developments relating to external proceedings and consider issues arising.

21 PERSONNEL ISSUES RELATING TO EXISTING EMPLOYEES

- 21.1. **Staff Member Sickness Absence** - Consideration of Council's response to a staff member's sickness absence exceeding 4 weeks.
- 21.2. **Review of Town Clerk Salary Spinal Point effective 1st April 2017** - Consideration of Cllr Gravett's proposal following Town Clerk's appraisal held on 31st January 2017.