

Minutes of a meeting of ARLESEY TOWN COUNCIL held on Tuesday 17 January 2017, in the Village Hall, High Street, Arlesey at 7pm.

PRESENT: Cllrs: J Want (Chairman), C Gravett (Vice Chair)
J Auburn C Ferris (arrived agenda 9.2(b))
M Holloway C Livermore
J Randall S Sarll
S Stanbury J Wallace
A Ward

In attendance: Ms S Foulkes (Town Clerk), Unitary Cllrs R Wenham, D Shelvey and I Dalgarno and 5 members of the public.

16/671 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllrs H Frost, D Page, R McGann and M Gould. Cllr Livermore advised that he would be temporarily absent during the meeting. Mrs E. Jackson, Resource Centre Manager, was unable to attend and take questions on her report on this occasion.

16/672 DECLARATIONS OF INTEREST

The following declarations were received:

- a) **Disclosable Pecuniary Interests:** Agenda item – 13.6 – Cllr Ferris due to close proximity of street light to his home address.
- b) **Other Interests:** Agenda Item 13.1 – Cllr Stanbury due to his position as a Governor of Gothic Mede Academy.

16/673 CHAIRMAN'S ANNOUNCEMENTS

Prior to the meeting members received a copy of the following correspondence:

- (a) **CBC Press Release - 2017:** the year to cheer on volunteers. Award evening to be held at Grove Theatre, Dunstable on 6th June 2017. Nominees invited.
- (b) **BATPC Bedfordshire Bugle** – January 2017 edition.
- (c) **CBC Budget Consultation -** Draft budget and questionnaire available at www.centralbedfordshire.gov.uk/budget2017. Consultation closes 30th January 2017.
- (d) **Central Bedfordshire Local Plan** – Temporary suspension of publication of plan for consultation.
- (e) **CBC Town & Parish conference February 2017** – Invitation for 2 Councillors to attend conference on Wednesday 22nd February 2017, 6pm – 9pm at Priory House, Chicksands. Cllr Gravett agreed to attend. Members not present to be offered opportunity to attend by email. Town Clerk to attend if no other members available.
- (f) **Mid Beds Citizens Advice Bureau** – Members noted receipt of letter expressing thanks to the Council for financial assistance.
- (g) **Arlesey Women's Institute** – Members noted receipt of letter expressing thanks to the Council for financial assistance.
- (h) **Arlesey Conservation For Nature** – Members noted receipt of letter expressing thanks to the Council for financial assistance, and the appointment of Mr G. Page as Chairman due to Mr S. Ackroyd moving out of the area.
- (i) **Town Service Planning meeting, Tuesday 24th January** – Cllr Holloway to attend.

16/674 MEMBERS QUESTIONS

No questions were raised.

16/675 PUBLIC PARTICIPATION

Mr R. Watson referred the Council to its pending decision to approve the 2017/18 Budget, noting expenditure linked to professional fees during the preceding year, and asked whether the budget would be sufficient to meet all future costs linked to an outstanding legal matter. Cllr Want advised Mr Watson that the Council was unable to comment specifically on expenditure linked to an outstanding legal matter as this could prejudice the Council's position.

16/676 MINUTES OF PREVIOUS MEETINGS

To consider and approve the minutes of the Town Council meeting held on 20 December 2016 as a true record of proceedings.

RESOLVED

that the minutes of the Town Council meeting held on 20 December 2016 be approved as a true record of proceedings and be signed by the Chairman of the meeting.

16/677 MATTERS ARISING

None raised.

16/678 REPORTS FROM CENTRAL BEDFORDSHIRE COUNCIL REPRESENTATIVES

678.1. Unitary Cllr Shelvey reported:

- **CBC's Town & Parish Council Conference**, Wednesday 22nd February will focus on Emergency Planning.
- **CBC's 2017/18 Budget Consultation** is currently open for comments, until 30th January 2017. Increases of 3% in Social Care and 1.75% in other services is under consideration.
- **CBC Local Plan** has been paused.
- **Community Plan Event** scheduled for 9th February 2017, to be held at Stotfold's Oak Hall. CBC has requested support with publicising the event from Town and Parish Council's. The Town Clerk advised that the Council had not received an invitation to the event. Further details to be sought and forwarded to members.
- **CBC Cheering Volunteering** - Awards to be held 6th June 2017. Nominations sought.
- **BT Payphone Consultation** - CBC has objected to the removal of all payphones where some use has occurred. Decommissioned kiosks to be retained for defibrillator or other use.

678.2. Cllr Livermore asked for an update on double-yellow lines outside of the WI hall. Cllr Shelvey advised that the lining was in the programme of works and will be completed. Cllr Shelvey would be meeting on-site to review a gap in the lines at Bury Mead/Carters Way and an issue preventing signage being erected due to utility mains was noted.

16/679 RESOURCE CENTRE - MANAGER'S REPORT & ARISING ISSUES

679.1. Prior to the meeting members received the Manager's report on monthly statistics and Resource Centre activities. The Resource Centre Manager had sent her apologies for absence.

679.2. **Review of Council's Policy on 'Unsupervised Minors'** - Members considered:

- a) the implications of allowing unsupervised access to the Resource Centre to children over the age of 8 years. Members were advised that this policy is observed by all Central Bedfordshire Council libraries, in keeping with Library Bylaws. Cllr Gravett advised

members that his enquiries had not identified any problems at other libraries except for Luton. CBC has advised that responsibility remains with parents. Members did not wish to deter young people from using the Resource Centre and it was thought that this could result by raising the age for supervision. **Cllr Dalgarno agreed to liaise with Head of CBC Libraries, to seek their guidance on how they approach and control this issue, and to feedback to the Town Clerk.**

Cllr Ferris arrived at the meeting.

- b) whether any restrictions are appropriate in relation to the presence of staff's children, or those they are caring for, to ensure that neither ATC nor caring responsibilities are compromised. Members agreed that the presence of staff's children could compromise their work responsibilities, particularly in the event of an emergency evacuation.

A proposal to limit staff children visits to 1 hour, unless supervised by another family member or carer, was NOT CARRIED and it was agreed to defer further discussion on this matter to the next Personnel Committee meeting.

16/680 PLANNING APPLICATIONS & ISSUES

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

- a) **CB/16/05513/FULL – Land and buildings at 35 – 41 High Street, builder's office, and entrance to Primrose Lane, Arlesey**
Proposal: Remodelling of the High Street, Primrose Lane, Mill Lane, Station Road junction and creation of a new southern access to land west of the High Street, demolition of existing site buildings and erection of two retail and twenty residential units. **Members to consider draft response as attached.**

Standing Orders suspended: Mr N. Griffin of Crown Lodge informed the Council that he had a number of suggestions to make on future developments. Cllr Want advised Mr Neil that input from residents was welcomed by the Town Council. **Standing Orders reinstated.**

Members considered the draft response circulated prior to the meeting. Para. 13 – correction from 'liner' to 'linear'. Members noted that the next Arlesey Cross Stakeholder meeting on 31st January would provide an update on representations submitted. Cllr Wenham suggested that ATC's representations had been reasonable and tangible however officers would be unable to provide feedback until they had completed their reports.

RESOLVED

that the draft response to planning application CB/16/05513/FULL, subject to the typographical amendment to para. 13, be approved by the Council and submitted to Central Bedfordshire Council.

- b) **CB/16/05525/FULL – Etonbury Academy, Stotfold Road, Arlesey, SG15 6XS**
Proposal: Erection of a new two storey building to provide additional teaching facilities. New entrance and reception area. New dance studio expansion to the existing fitness centre. New 4 No. classroom expansion of the existing year 5 block. New changing facilities extension to the existing year 5 block. New secure fence line to existing green. No comments on this application were deemed necessary.
- c) **CB/16/05736/FULL – Arlesey Town Football Ground, Hitchin Road, Arlesey, SG15 6SE**
Proposal: Retention of existing 28m high temporary mast supporting 3 No. antennas and 1 No. 600m diameter dish antenna, temporary radio equipment housing and ancillary works including temporary fenced compound for a period of eighteen months.

RESOLVED

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

- d) **Fairfield Neighbourhood Plan** – Cllr Want advised members that he had reviewed the submitted plan and found no changes had been made following previous comments submitted by the Town Council in relation to the Blue Lagoon. Fairfield's NP contained 3 policies on Design and Character, Improvements to Green Infrastructure and Local Green Space, some of which will fall within Arlesey's boundary. Cllr Want suggested that no further comments be deemed necessary and members accepted this view.
- e) **Planning Applications Refused/Granted** – As at 10 January 2017. Members acknowledged recent decisions as identified by an asterisk. A query was raised on the outcome of a previous mast planning application submitted by Arlesey Town FC. Town Clerk to confirm decision for next meeting.

16/681 **FINANCE REPORTS**

- a) **Income and Expenditure – December 2016**
Prior to the meeting members received a report of Income and Expenditure up to 31st December 2016, compared to 2016/17 budget (month 9) and were invited to submit questions to the Town Clerk as necessary. No questions were raised.
- b) **Balance Sheet as at 31st December 2016**
Prior to the meeting members received a copy of the Balance Sheet as at 31st December 2016 (month 9) and were invited to submit questions to the Town Clerk as necessary. No questions were raised.
- c) **Petty Cash – 31st December 2016**
Prior to the meeting members received copies of the petty cash details for the Town Council and Resource Centre for 31st December 2016– (month 9)

RESOLVED

that the petty cash expenditure and reimbursements be approved.

- d) **Accounts for Payment**
Members considered the following accounts for payment:

FOLIO	PAYEE	DESCRIPTION	AMOUNT	VAT DUE	TOTAL	ACC. No.	MUTIPLE INV. TOTAL	CHQ No.
Direct Debit Payments								
DD01/01/17	Biffa	Cemetery refuse collection	89.11	17.82	106.93	4017		DD
DD02/01/17	Cloudscape	Broadband and internet	138.76	27.76	166.52	SPLIT		DD
DD03/01/17	SSE	Unmetered streetlighting	11.55	0.57	12.12	4014		DD
DD04/01/17	SSE	Unmetered streetlighting	184.03	36.80	220.83	4014	232.95	DD
DD05/01/17	EON	Cemetery electricity supply	12.53	0.63	13.16	4014		DD
DD08/01/17	BT	Resource centre telephone	56.08	11.21	67.29	4021		DD
PAID ACCOUNTS - Deposit refunds/other reimbursements.								
PA01/01/17	Unity Trust Bank - ATC	Transfer from Barclays A/c re. Dec payments	20,000.00	0.00	20,000.00		PAID - Barclays	7416
PA02/01/17	Julia Dix	Hall Hire Deposit	50.00	OTS	50.00	570	PAID - UTB	30-01
PA03/01/17	Royal British Legion	Replacement Cheque for poppy wreath	50.00	0.00	50.00	n/a	PAID - UTB	30-02
Payments Due								
01/01/17	Abacus Leewell	Managed print service copier meter	108.20	21.65	129.85	4024		BACS
02/01/17	On the Button	January 2017 Full page editorial and front flash	130.00	OTS	130.00	4033		BACS
03/01/17	Harrisons	Plumbing works in MUGA shower areas	841.81	168.36	1010.17	EMR 341 Trf		

04/01/17	Harrisons	Annual alarm maintenance Feb2017-Feb2018	70.00	14.00	84.00	4301	1094.17	BACS
05/01/17	T & J Seymour Electricals	A4 St Peters Av to fit/commission new lantern	375.00	75.00	450.00	4075		
06/01/17	T & J Seymour Electricals	A8 Stotfold Rd new lantern and column sleeve	450.00	90.00	540.00	4075		
07/01/17	T & J Seymour Electricals	A2 House Lane new lantern and column sleeve	450.00	90.00	540.00	4075		
08/01/17	T & J Seymour Electricals	Quarterly street lighting maintenance Oct-Dec 16	165.00	33.00	198.00	4075	1,728.00	BACS
09/01/17	Barclays bank	Account charges/fees	38.86	OTS	38.86	4071		DD
10/01/17	CASH	T/C Nov and Dec. Petty Cash reimbursements	35.54	0.00	35.54	4020		
11/01/17	CASH	R/C Nov and Dec. Petty Cash reimbursements	8.30	0.00	8.30	4020	43.84	30000 3
12/01/17	ADT Fire and Security	Annual alarm maintenance and monitoring R/C	307.38	61.48	368.86	4057		BACS
13/01/17	DWF LLP	Professional fees	800.00	160.00	960.00	4037		BACS
Payroll Liability Payments Due								
14/01/17	HM Rev & Customs	Mth 10 PAYE	577.80		577.80	525		BACS
	HM Rev & Customs	Mth 10 Nat. Emp'ee NI Contributions	486.86		486.86	525		
	HM Rev & Customs	Mth 10 Nat. Emp'er NI Contributions	557.87		557.87	525	1,622.53	
15/01/17	Beds Pension Fund	Mth 10 Emp'ee Super Contribution	479.16		479.16	526		BACS
	Beds Pension Fund	Mth 10 Emp'er Super Contribution	1,659.91		1,659.91	526	2,139.07	
Salaries Payments Due								
16/01/17	S. Foulkes	Jan Salary	Salary		Salary	4001		BACS
17/01/17	J Bailey	Jan Salary	Salary		Salary	4001		BACS
18/01/17	K Rogers	Jan Salary	Salary		Salary	4001		BACS
19/01/17	A Dean	Jan Salary	Salary		Salary	4001		BACS
20/01/17	M Bird	Jan Salary	Salary		Salary	4001		BACS
21/01/17	P Hector	Jan Salary	Salary		Salary	4001		BACS
22/01/17	E Jackson	Jan Salary	Salary		Salary	4001		BACS
23/01/17	G Studley	Jan Salary	Salary		Salary	4001		BACS
24/01/17	J Spedding	Jan Salary	Salary		Salary	4001		BACS
25/01/17	D. Rickman	Jan Salary	Salary		Salary	4001		BACS
TOTAL SALARIES		NET January SALARIES	7,259.70		7,259.70	520		
TOTAL JANUARY 2017 PAYMENTS				15,393.45	808.28	35,241.73		

RESOLVED

that these accounts be paid.

16/682 FINANCE & GENERAL PURPOSES COMMITTEE REPORTS

682.1 To consider the recommendations (Resolutions) contained within the minutes of General Purposes and Finance Committee meeting held on 10 January 2017.

RESOLVED

that the committee recommendations (Resolutions) contained within these minutes be ratified by the Council.

682.2 **Approval of 2017/18 Budget and Precept** – Prior to the meeting members were provided with a summary of the 2017/18 budget together with a detailed breakdown of all cost centres for consideration. No amendments had been recommended by the Finance and General Purposes Committee meeting held on 10th January 2017. The 2017/18 budget gave rise to a precept of £222,264, which was an annual increase of 17.1% or £17.25 for a Band D household.

RESOLVED

that the Council approve v3 of 2017/18 budget, as appended to the agenda, and the precept of £222,264, to be submitted to Central Bedfordshire Council.

- 682.3 **Committee Terms of Reference** – Members were asked to review the Terms of Reference for the Finance & General Purposes Committee.

RESOLVED

that the meeting dates be amended to read “to take place in alternate months if required.” No further amendments deemed necessary.

- 682.4 **Councillor Surgeries** – Members considered a rota for Councillor surgeries to be held on Saturday mornings in the Resource Centre commencing February 2017. Members agreed that the surgeries would be held on the first Saturday in each month (excluding August), from 10.30-11.30am, with 2 members in attendance. Attendees for the first 3 months were agreed and subsequent dates would be filled by email after the meeting.

16/683 PUBLIC LANDS & HIGHWAYS COMMITTEE REPORTS

- 683.1 **BEST Play Area Licence** – Members considered an updated licence received from BEST. Queries were raised in relation to paragraphs 3.3. and 3.11. Town Clerk to liaise with BEST and Public Lands & Highways Committee to consider revisions at the next meeting.

- 683.2 **Footpath No 5, Arleseey** – Members considered the delegation of members to meet with Senior Definitive Map Officer to discuss possibilities outlined in recent correspondence received regarding proposed width reduction of footpath 5. Cllrs Want, Gravett and Wallace agreed to attend on behalf of the Council, and Cllr Wenham as Ward member. Town Clerk to liaise with all representatives to agree a convenient date.

Cllrs Dalgarno, Wenham and Shelvey retired from the meeting.

- 683.3 **Committee Terms of Reference** – Members were asked to review Terms of Reference for the Public Lands & Highways Committee.

RESOLVED

that the meeting dates be amended to read “to take place in alternate months if required.” No further amendments deemed necessary.

- 683.4 **Great British Spring Clean 2017 (3rd-5th March)** – Members considered facilitating an event, noting correspondence from CBC advising that a small amount of equipment would be donated to organisations participating in the Great British Spring Clean 2017. Members agreed that the event required co-ordination by a member. Cllr Livermore agreed to undertake further research with support from Cllrs Want and Wallace. All members will be emailed to seek their involvement.

RESOLVED

that the Council commit to participating in the event subject to any issues arising from Cllr Livermore’s research. Public Lands & Highways Committee to be delegated final decision on whether or not to proceed.

- 683.5 **Stotfold Road Allotments** – Members were asked to review the letting of plots at Stotfold Road following the Council’s decision to research the possibility of relocating allotments at this site to vacant land at Hillary Rise. Cllr Gravett advised that 7 plots were vacant at Stotfold Road with a further 4 pending, compared with 7 names on a waiting list for plots at Hillary Rise.

RESOLVED

that the Council approve the suspension of vacant plots being re-let at Stotfold Road allotments for a period of 3 months pending a report from the working party assigned to look at relocating Stotfold Road plot holders to Hillary Rise.

- 683.6 **Street Light repairs** – Members considered a quotation to repair faulty lantern on lamp A9 Stotfold Road provided by the Council’s streetlighting contractor TC Seymour. Discussion took place on the merits of replacing faulty lamps with LED lamps. The Town Clerk to make enquiries as to whether this would be possible going forward.

RESOLVED

that the Council approve the quotation of £375 submitted by TC Seymour for the repair of column A9 Stotfold Road.

16/684 PUBLIC RELATIONS COMMITTEE REPORTS

- 684.1 **Committee Terms of Reference** – Members were asked to review Terms of Reference for the Public Relations Committee.

RESOLVED

that the meeting dates be amended to read “to take place in alternate months if required”, and 2nd bullet point be amended from ‘messages’ to ‘information’.

16/685 PERSONNEL COMMITTEE REPORTS

- 685.1 To consider the recommendations (Resolutions) contained within the minutes of Personnel Committee meeting held on 10 January 2017

Amendments to wording were noted as follows: Minute 30.1. – 2nd sentence - ‘Member’ to Members’ and ‘proceeded’ to ‘preceded’

RESOLVED

that the committee recommendations (Resolutions) contained within these minutes be ratified by the Council.

- 685.2 **Committee Terms of Reference** – Members were asked to review Terms of Reference for the Personnel Committee.

RESOLVED

that the meeting dates be amended to read “to take place in alternate months if required.” No further amendments deemed necessary.

- 685.3 **Adoption of Health Capability Procedure** – Prior to the meeting members were provided with a copy of a Health Capability Procedure for approval as recommended by the Personnel Committee.

RESOLVED

that the Council adopt the proposed Health Capability Procedure to apply to all members of staff.

16/686 REPRESENTATIVES’ REPORTS

- 686.1. **Bedfordshire Police Liaison** - Cllr Wallace provided a brief report on the following:

- (a) **Crime Figures December 2016** - Members noted that the report contained one crime that had occurred in October, due to late reporting. 2 crimes had occurred in December according to the figures received, however these would differ from those available at www.police.uk website as had been previously advised.
- (b) **Arlesey Streetwatch update** - First meeting had taken place in the Resource Centre on Saturday 14th January. Four volunteers had met with PCSO’s Juliet Wright and Ann Jeeves to receive a briefing and kit, and their first patrol was scheduled for 23rd January 2017 at 1pm. Further volunteers were required. Town Clerk to upload publicity notice to Council’s Facebook page.

Cllr Want advised members that other areas had experienced improvements in school parking at drop-off and collection times where Streetwatch patrols had been present.

Discussion took place on the availability of Crime Figures to Streetwatch groups, which would include anti-social behaviour. It was unclear whether these figures could be made public.

The question was raised as to whether Special Constables would now be available to Arlesey on the basis that all Streetwatch, Speedwatch and Neighbourhood Watch were all now operating in the area. Cllr Wallace would pose this question to Wayne Humberston when he attends a meeting of the Council.

16/687 PUBLIC PARTICIPATION ON ITEMS ARISING FROM THIS EVENING'S MEETING

Mr R. Watson suggested that the Council may wish to make reference to the number of car parking spaces which made up the significant shortfall in respect of planning application **CB/16/05513/FULL**.

RESOLVED

that the word 'significant' be inserted into the 3rd bullet point entitled 'Insufficient parking'.

16/688 EXEMPT AGENDA ITEMS: 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 to:

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

16/689 OUTSTANDING PERSONNEL ISSUE RELATING TO A FORMER EMPLOYEE

Members received an update relating to rescheduled dates of pending external proceedings.

16/690 APPROVAL OF NALC CONTRACT, HOURS AND HOURLY RATE – RESOURCE CENTRE ASSISTANT

Members were asked to approve a NALC Contract extension offer to Ms P. Hector, as an existing employee, to 23.5 hours per week, to enable each opening period to be covered in addition to 15 minutes at the start and end of each session.

RESOLVED

that a NALC contract extension be offered to Ms P. Hector to work as Resource Centre Assistant working Monday to Saturday, covering each opening session plus 15 minutes at the start and end of each session totalling 23.5 hours per week with effect from Monday 6th February 2017.

The meeting closed at 9.10pm

CHAIRMAN

Date