

11 May 2017

To: Members of the Council

The **Annual Meeting** of **ARLESEY TOWN COUNCIL** will be held in the **Village Hall, Arlesey** on **Tuesday 16 May 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 ELECTION OF CHAIRMAN & VICE CHAIRMAN FOR THE ENSUING YEAR

- 1.1. Nominations for Chairman to be considered. Elected member to sign Declaration of Acceptance of Office of Chairman.
- 1.2. Nominations for Vice Chair to be considered.

2 APOLOGIES FOR ABSENCE

3 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)

4 CHAIRMAN'S ANNOUNCEMENTS

- 4.1 ACORN – Notification of correction required, Mrs Linda Clapham is new acting Chair for ACORN not Mr G Page *(attached)*
- 4.2 CBC Press Release – A few minutes of your time could help domestic abuse victims and survivors *(attached)*
- 4.3 CBC Press Release – Could you support a child in a difficult situation? *(attached)*
- 4.4 Bedfordshire Bugle (May 2016) *(attached)*
- 4.5 CBC Press Release - We need to know about private fostering arrangements *(attached)*
- 4.6 The Need Project – Thanks and acknowledgement for Arlesey Town Council Grant awarded in sum of £200.00 *(attached)*

4.7 BEST (Bedfordshire Schools Trust) – Public consultation Tuesday 2nd May to Tuesday 20th June 2017, on disposal of Land and development of sports facilities at the Samuel Whitbread Academy. A Public Meeting will be held Wednesday 24th May 6.00pm to 8.00pm at the Academy *(attached)*

4.8 **NALC Putting Communities in Control** – 3 questions to ask local candidates leading up to the General Election *(attached)*

5 **MEMBERS QUESTIONS**

6 **PUBLIC PARTICIPATION**

7 **MINUTES OF PREVIOUS MEETING**

7.1. To consider and approve the minutes of the Town Council meeting held on 18 April 2017 as a true record of proceedings. *(attached)*

8 **MATTERS ARISING**

9 **REPORTS FROM CENTRAL BEDFORDSHIRE COUNCIL REPRESENTATIVES**

To receive reports from Ward Councillors.

10 **ELECTION OF COMMITTEES FOR ENSUING YEAR**

10.1 Finance & General Purposes Committee membership

10.2 Public Lands & Highways Committee membership

10.3 Public Relations Committee membership

10.4 Personnel Committee membership

10.5 Archive Group Sub-committee membership

11 **ELECTION OF REPRESENTATIVES ON OUTSIDE BODIES FOR ENSUING YEAR**

11.1 Arlesey Community Events Group

11.2 Arlesey Community Safety Group

11.3 Arlesey Cross Masterplan Stakeholders Group

11.4 Arlesey Neighbourhood Plan

11.5 Bedfordshire Police Liaison

11.6 Blue Lagoon Steering Group

11.7 Community Emergency Response Team

11.8 Etonbury Green Wheel Stakeholder Group

11.9 Etonbury Sports Management Group

11.10 Glebe Meadow Management Group

12 **PLANNING APPLICATIONS & ISSUES**

12.1 **CB/17/01158/OUT Land at Chase Farm** – Members to receive draft response from working party. *(attached)*

- 12.2 **CB/17/01468/FULL: 180 High Street, Arlesey, SG15 6TB**
Proposal: Part single, part two storey side and rear extension
- 12.3 **CB/17/01614/ADV: 31 High Street, Arlesey, SG15 6RA**
Proposal: Advertisement: Shop front replacement, including new signage fascia and new projecting sign as described on application drawings.
- 12.4 **CB/17/01616/FULL: Arlesey Post Office, 1 High Street, Arlesey, SG15 6RA**
Proposal: Change of use from A1 to C3 dwelling (2no 1 bedroom flats).
- 12.5 **CB/17/01880/FULL: Arlesey Church End Post Office, 82 House Lane, Arlesey, SG15 6XX**
Proposal: Temporary Fruit and Vegetable stall (Retrospective)
- 12.6 **CB/17/01525/FULL: 74 Church Lane, Arlesey, SG15 6UX**
Proposal: Retrospective: Change of use from private gym only to private use plus part time business use No change to outside of building. Movement of brick pillar 1 metre to the right to allow more access to parking Business use includes one to one personal training, small group sessions of aerobics and Pilates of up to seven people. Used to run classes at Village Hall and is very much a village amenity with very strong sense of community.
- 12.7 **CB/17/02134/PADO: Hampden House, Hitchin Road, Arlesey, SG15 6RS**
Proposal: Prior notification of change of use of office to 39 dwellings.
- 12.8 **CB/16/05296/LDCP: 22 Lytton Avenue, Arlesey, SG15 6TS**
Proposal: Lawful certificate proposed: Loft conversion with rear dormer and single storey rear extension.
- 12.9 **CBC Draft Community Plan for Arlesey, Astwick, Fairfield and Stotfold** – Members to consider whether the draft plan provides a true record of the event held on 9th February 2016 in Stotfold and whether the document itself is engaging and understandable. *(attached)*
- 12.10 **CBC 5 Year Land Supply** – Members to receive updated figures from Director of Regeneration and Business, in relation to 5 year Land Supply *(attached)*
- 12.11 **Planning Applications Refused/Granted** – As at 10 May 2017. New decisions are identified by an asterisk. *(attached)*
- 12.12 **Enforcement cases created and/or closed:**
- Access from Mill Lane, Arlesey – Alleged unauthorised development – large barn/house.
- 12.13 **Telereal Trillium ‘Community Building’ Consultation** – Update from Cllr Want regarding his discussions with BRCC’s Bob Hughes.
- 12.14 **Arlesey Neighbourhood Plan** - Cllr Want to provide an update on recent developments.
- 12.15 **Arlesey Cross Masterplan Stakeholders** - Cllr Want to provide an update following meeting held 25 April 2017.

13 FINANCE REPORTS

13.1 Income and Expenditure – April 2017

To acknowledge receipt of a report of year-to-date Income and Expenditure up to 30th April 2017, compared to 2017/18 budget (month 1) and submit questions to the Town Clerk as necessary. *(attached)*

13.2 Balance Sheet as at 30th April 2017

To acknowledge receipt of the Balance Sheet as at 30th April 2017 (month 1) and submit questions to the Town Clerk as necessary. *(attached)*

13.3 Petty Cash – April 2017

To receive for approval copies of the petty cash details for the Resource Centre and Town Council for April 2017 – (month 1) *(attached)*

13.4 **Accounts for Payment**
To approve accounts to be paid as advised to members at the meeting.

14 **FINANCE & GENERAL PURPOSES COMMITTEE**

14.1 **Employment Tribunal Mrs E Hare**– Members to acknowledge:

- (a) Tribunal Judgement dismissing Mrs Hare's claim as to constructive dismissal,
- (b) award of costs to Arlesey Town Council of £350.00. consider whether any remedial action is necessary in respect of arising confidentiality issues
- (c) consider the submission of an appeal to the Council's Insurer, in respect of their decision to withdraw cover in this case

14.2 **Archive Group Sub-Committee** - Ratification of recommendations contained within the minutes of the sub-committee meeting held on 28th April 2017. *(attached)*

15 **PUBLIC LANDS & HIGHWAYS COMMITTEE**

15.1 **CBC Parking Consultation** - Members to consider Working Party draft representations to consultation for submission by deadline date of 16th June 2017,

15.2 **Arlesey Parking Enforcement Issues** – Members to consider CBC Officer's further response to ATC's concerns raised in relation to 3 areas of Hitchin Road. *(attached)*

15.3 **The Wildlife Trust** – Members to acknowledge draft budget for 2017/18 Management of Glebe Meadow. *(attached)*

15.4 **CBC Public Notice** –Members to consider CBC proposal to install a raised table junction in High Street, Arlesey. Comments to be received by 23 May 2017 *(attached)*

15.5 **CBC Public Notice** – Members to consider CBC proposal to introduce no waiting at any time in High Street, Arlesey. Comments to be received by 23 May 2017. *(attached)*

15.6 **CBC Public Notice** – Members to consider CBC proposal to extend the existing 20mph speed limit zone in High Street, Arlesey. Comments to be received by extended deadline granted, 19 May 2017. *(attached)*

15.7 **Department for Communities and Local Government consultation on Preserving free use of public parks** – Members to receive information on Parkrun and proposed introduction of legislation to preserve free use of public parks *(attached)*

15.8 **Cemetery Store Break-in and Access Widening** – Members to note recent break in at Cemetery store resulting in damage to door hinges and theft of Pressure Washer, resulting in the submission of an insurance claim for which quotations have been sought. Members to further consider a widening of the garage access doors, to accommodate a trailer, and the associated costs – whilst insurance repairs works are being undertaken.

16. **PUBLIC RELATIONS COMMITTEE**

16.1 **On The Button Editorials** – Members to acknowledge discontinuation of OTB's hard copy with immediate effect, and to consider future methods of engaging with all sections of the community.

16.2 **Councillor Surgeries** – Cllr's McGann and Randall to provide an update on Councillor Surgery held on 6th May 2017.

17 **PERSONNEL COMMITTEE**

17.1. **Resource Centre Cover Staff** - Members to acknowledge appointment of 2 additional Cover Staff on Casual Staff Contracts; recruited via CBC Library Relief Staff listing.

- 17.2. **Assertiveness Training** – Members to approve Assistant Clerk's attendance to 'Skills 4 U' free training provided by Aragon Housing on Thursday 18th May, 10am-1pm. *(attached)*

18 REPRESENTATIVES' REPORTS

- 18.1. **Bedfordshire Police Liaison:** To receive a report from Cllr Wallace and acknowledge correspondence as follows: *(attached)*
- a) Crime figures April 2017.
 - b) Beds Alert – New Officers Join Bedfordshire Police
 - c) Bedfordshire Police Newsletter

- 18.2. **Etonbury Green Wheel Report:** Cllr Ferris to provide an update following meeting held 5th May 2017.

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

20 EXEMPT BUSINESS

- 20.1. 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:
- 1) to labour relations issues (Item 4: 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).
- 20.2. **Personnel Issue: Staff member long-term sickness absence** – Members to receive summary from Town Clerk on Occupational Health Referral Report received, and to consider recommendation contained within the report for the referral of staff member to Occupational Health Physician at a cost of £195.00, with further costs likely in connection with a GP's report of £145.00
- 20.3. **Personnel Issue: Consideration of temporary increase in salary spinal point of staff member undertaking enhanced duties.** Members to consider a temporary uplift in recognition of added levels of responsibility, proactive work ethic and positive feedback received.
- 20.4. **Employment Tribunal Mrs E Hare** – Members to consider subsequent correspondence from DWF solicitors regarding option to pursue further costs from Claimant.