

15 June 2017

To: Members of the Council

A **Meeting** of **ARLESEY TOWN COUNCIL** will be held in the **Village Hall, Arlesey** on **Tuesday 20th June 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

- 3.1. **CBC Press Release** – Millions of reasons to celebrate tenth birthday *(attached)*
- 3.2. **CBC Press Release** – Hundreds cheer volunteers' achievements *(attached)*
- 3.3. **BATPC** – BATPC Annual General Meeting held Thursday 19th October 2017 at Henlow Park Pavilion *(attached)*

4 MEMBERS QUESTIONS

5 PUBLIC PARTICIPATION

6 MINUTES OF PREVIOUS MEETING

- 6.1. To consider and approve the minutes of the Annual Meeting of the Town Council held on 16 May 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 SAMUEL WHITBREAD ACADEMY PUBLIC CONSULTATION

Members to consider Cllr Ferris' report on proposed disposal of school land to fund improved sporting facilities and agree representations as deemed appropriate. *(attached)*

10 PLANNING ISSUES & APPLICATIONS

- 10.1 **Local Plan Update** – Members to acknowledge email from CBC’s Jason Longhurst advising of commencement of public consultation period from 4th July 2017 for an 8 week period, to include a bespoke event for Town and Parish Council’s during that period, and to consider the delegation of a working party to draft representations on the Local Plan. *(attached)*
- 10.2 **CB/17/01764/FULL: 32 House Lane, Arlesey, SG15 6XU**
Proposal: Drop kerb for access to the front of the property.
- 10.3 **CB/17/02027/FULL: 182 Hitchin Road, Arlesey, SG15 6SD**
Proposal: Detached double garage
- 10.4 **Planning Applications Refused/Granted** – As at 13 June 2017. New decisions are identified by an asterisk. *(attached)*
- 10.5 **Enforcement cases created and/or closed:**
- **Arlesey Church End Post Office, 82 House Lane, Arlesey, SG15 6XX – Case Closed**
A planning application for the retention of the wooden display structure at the site has been received. CB/17/01880/FULL. The enforcement case will be reviewed once the outcome of the application is known.
 - **42 Stotfold Road, Arlesey, SG15 6XT** – Alleged untidy land – S215 action
- 10.6 **Arlesey Neighbourhood Plan** - Cllr Want to provide an update on recent developments, including Groundworks approval of 3rd grant for £5,885.00.
- 10.7 **Telereal Trillium ‘Community Building’ Consultation** – Update from Cllr Want.
- 10.8. **Arlesey Cross Masterplan Update** - Members to note the decision of the DMC meeting held on 24th May 2017 regarding application CB/17/00492/FULL – Land at Chase Farm, East of High Street: Construction of 2 roundabouts, 3 pedestrian crossings and 2 bus laybys.

11 FINANCE REPORTS

- 11.1 **Income and Expenditure – May 2017**
To acknowledge receipt of a report of year-to-date Income and Expenditure up to 31st May 2017, compared to 2017/18 budget (month 2) and submit questions to the Town Clerk as necessary. *(attached)*
- 11.2 **Balance Sheet as at 31st May 2017**
To acknowledge receipt of the Balance Sheet as at 31st May 2017 (month 2) and submit questions to the Town Clerk as necessary. *(attached)*
- 11.3 **Petty Cash – May 2017**
To receive for approval copies of the petty cash details for the Resource Centre and Town Council for May 2017 – (month 2) *(attached)*
- 11.4 **Accounts for Payment**
To approve accounts to be paid as advised to members at the meeting.

12 APPROVAL OF ANNUAL RETURN FOR YEAR ENDED 31 MARCH 2017

- 12.1. **Financial Statements for year ended 31st March 2017** – Members to approve. *(attached)*
- 12.2. **Internal Auditors Report** (In support of Page 5 of Annual Return) – Council to acknowledge receipt, consider any recommendations and approve. *(attached)*
- 12.3. **Approval of Section 1: Annual Governance Statement 2016/17** – Council to consider Clerk’s briefing and recommendation as to a response to each of the Governance Statements. *(attached)*

12.4. **Approval of Section 2: Accounting Statements 2016/17** – Council to consider and approve together with ‘Notes to External Auditor’ providing Explanation of Significant Variances, Bank Reconciliation and Explanation of Differences between boxes 7 and 8, as required by BDO. *(attached)*

12.5. **Notice of Exercise of Public Rights** - Members to acknowledge commencement of statutory 30 day period from Friday 23rd June 2017 through to Thursday 3rd August 2017.

13 FINANCE & GENERAL PURPOSES COMMITTEE

13.1 **Employment Tribunal Legal Fees** – Members to acknowledge correspondence from Allianz advising that DWF Solicitor Fees will be repaid to the Town Council, and to consider whether any further action is appropriate with regards to and the Council’s complaint. *(attached)*

13.2 **PAT Testing** – Members to consider quotations received for Portable Appliance Testing annual testing required July 2017 *(attached)*

13.3 **NALC** – Reform of data protection legislation and introduction of the General Data Protection Regulation *(attached)*

13.4 **SLCC Regional Training Seminar** – Members to approve Town Clerk’s attendance on Wednesday 6th September at a cost of £69 plus VAT. *(attached)*

13.5 **SLCC Membership Renewal** – Members to approve renewal of Town Clerk’s membership to SLCC at a cost of £250 and The Institute of Local Council Management (ICLM) at a cost of £50. *(attached)*

14. PUBLIC RELATIONS COMMITTEE

14.1 To consider the recommendations (Resolutions) contained within the minutes Public Relations Committee meeting held on 6 June 2017. *(attached)*

14.2 **Councillor Surgeries** – Cllr Holloway to provide an update on Councillor Surgery held on 3rd June 2017.

15 PUBLIC LANDS & HIGHWAYS COMMITTEE

15.1 To consider the recommendations (Resolutions) contained within the minutes Public Lands and Highways Committee meeting held on 6 June 2017. *(attached)*

15.2 **Cemetery Railings** - Members to consider current year budget and available funds prior to ratification of the recommendation of Public Lands & Highways Committee to approve BSG quotation to repaint Cemetery Iron Railings. *(attached)*

15.3 **Hillary Rise Allotment Plot 3 Shed Request** - Members to note allotment handbook states that sheds “*should be placed on an area preventing shade to other plots*” which may be contravened by siting a shed 1/3rd way down plot 3 and agree council’s position.

15.4 **Arlesey Footpath No. 5** – Members to acknowledge decision of DMC meeting held on 24th May 2017, which supported ATC’s position to preserve a 2 metre width. *(attached)*

15.5 **Bedford War Memorial Workshops 4 July** – Members to consider invitation to attend a workshop 9.45am to 13.00pm in Bedford 4 July 2017. *(attached)*

15.6 **Etonbury Green Wheel Public Consultation** – Members to acknowledge public consultation period to commence 26th June 2017; to include local displays. *(attached)*

15.7 **MUGA Refurbishment Project** - Members to acknowledge successful outcome of grant application to Eileen Alexander Legacy Fund. *(attached)*

15.8 **Shared Access Ltd: Telecom Apparatus Funding Opportunity** – Members to consider correspondence from Shared Access Ltd regarding a possible funding opportunity arising from the provision of telecom apparatus at the Recreation Ground. *(attached)*

15.9 **Unmetered Street Light Electricity Supply Contract** - Members to consider contracts for the supply of unmetered electricity effective 1st August 2017, as provided at the meeting.

16. PERSONNEL COMMITTEE

16.1. **Grounds Maintenance Staff Resignation** - Members to acknowledge receipt of letter of resignation from Mr A. Dean with immediate effect.

16.2. **Grounds Maintenance Staff Recruitment** – Members to approve draft Job Description, Person Specification, hours of work, hourly rate of pay and delegation of recruitment process to Town Clerk and one member. *(attached)*

17. REPRESENTATIVES' REPORTS

17.1. **Bedfordshire Police Liaison:** To receive a report from Cllr Wallace and acknowledge correspondence as follows: *(attached)*

a) Crime figures May 2017

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

19 EXEMPT BUSINESS

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

20 PROCEEDINGS RELATED TO FORMER EMPLOYEE

Members to receive an update on proceedings and to consider:

- (a) action required to ensure safeguarding of Council's legal and financial position
- (b) delegation of a member as deemed necessary.