

**Minutes of the Annual Meeting of ARLESEY TOWN COUNCIL held on Tuesday 16 May 2017, in the Village Hall, High Street, Arlesey at 7pm.**

**PRESENT:** Cllrs: J Want C Gravett (arrived Agenda item 12.13)  
C Ferris(Chairman) R McGann  
M Holloway J Auburn  
C Livermore J Randall  
A Ward S Sarll (arrived Agenda item12.15)  
J Wallace

**In attendance:** Ms S Foulkes (Town Clerk) Mrs J Bailey (Assistant Clerk), Unitary Cllrs Dalgarno and Shelvey and 7 members of the public.

**17/001 ELECTION OF CHAIRMAN & VICE CHAIRMAN FOR THE ENSUING YEAR**

001.1 Nominations were requested for the position of Chairman/Town Mayor for the ensuing year.

Cllr Want NOMINATED Cllr Chris Ferris for the position of Chairman and Town Mayor.  
Cllr Holloway SECONDED the nomination. No other nominations were put forward.

**RESOLVED**

**that Cllr Chris Ferris be elected as Chairman and Town Mayor for the ensuing year.**

Cllr Ferris duly signed his Declaration of Office in the presence of the Clerk.

001.2 Nominations were requested for the position of Vice Chair for the ensuing year.

Cllr Want NOMINATED Cllr Christopher Gravett for the position of Vice Chair for the ensuing year. Cllr Randall SECONDED the nomination. No other nominations were put forward.

**RESOLVED**

**that Cllr Christopher Gravett be elected as Vice Chair for the ensuing year.**

**17/002 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllrs D Page and M Gould. Apologies for lateness received from Cllrs S Sarll and C Gravett.

**17/003 DECLARATIONS OF INTEREST**

The following declarations were received:

- a) Disclosable Pecuniary Interests – None.
- b) Other Interests:
  - Agenda item 12.2 - Cllr Want due to personal acquaintance with homeowner.
  - Agenda item 12.2 - Cllr Ward due to personal acquaintance with homeowner.

**17/004 CHAIRMAN'S ANNOUNCEMENTS**

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

(a) **ACORN** – Notification of correction required, Mrs Linda Clapham elected acting Chair for ACORN as opposed to Mr G Page as previously advised to the Council.

- (b) **CBC Press Release** – A few minutes of your time could help domestic abuse victims and survivors
- (c) **CBC Press Release** – Could you support a child in a difficult situation?
- (d) **Bedfordshire Bugle** (May 2016)
- (e) **CBC Press Release** - We need to know about private fostering arrangements
- (f) **The Need Project** – Thanks and acknowledgement for Arlesey Town Council Grant awarded in sum of £200.00
- (g) **BEST (Bedfordshire Schools Trust)** – Public consultation Tuesday 2<sup>nd</sup> May to Tuesday 20<sup>th</sup> June 2017, on disposal of Land and development of sports facilities at the Samuel Whitbread Academy. Ward Cllr Shelvey added that planning permission granted, public consulted over 2 years ago. Cllr A Ward offered to attend the public meeting on 24<sup>th</sup> May 2017 and feedback at Town Council meeting in June 2017. Extension of deadline for response to be obtained.
- (h) **NALC Putting Communities in Control** – 3 questions to ask local candidates leading up to the General Election

**17/005     MEMBERS QUESTIONS**

None raised.

**17/006     PUBLIC PARTICIPATION**

There was no public participation.

**17/007     MINUTES OF PREVIOUS MEETINGS**

007.1     To consider and approve the minutes of the Town Council meeting held on 18 April 2017 as a true record of proceedings.

**RESOLVED**

**that the minutes of the Town Council meeting held on 18 April 2017, be approved and signed by the Chairman as a true record of proceedings.**

**17/008     MATTERS ARISING**

None raised.

**17009     REPORTS FROM CENTRAL BEDFORDSHIRE COUNCIL REPRESENTATIVES**

Unitary Cllr Dalgarno reported:

**CBC Overview & Scrutiny Committee** - Increased public engagement intended.

**Highways Management Committee** – Public are permitted to attend these Central Bedfordshire Council meetings and engage during meetings

**Trading Standards & Bogus Calles** – Latest SCAM entailed callers claiming to be from the Telephone Preference service and seeking to obtain payment card details to pay for service offered. A legitimate Telephone Preference Service is free.

**Just Ask** – Initiative for awareness of Public Protection in Trading Standards meeting scheduled for 26 May 2017 12pm to 1pm

**Cheering Volunteering Awards** – Awards event celebrating work of volunteers, 6 June 2017 tickets still available to purchase.

**Electoral Register Right to Vote** – Over 16's are being encouraged to complete official forms to register right to vote.

Unitary Cllr Shelvey reported:

**Local Plan** – Delayed due to General Election on 8 June 2017. Executive meeting re-scheduled for 20 June 2017. Draft plan will be available once the agenda is published prior to meeting. Specific sites are not shown on the plan but positions of larger proportions of housing/employment land will be identified.

**5 Year Land Supply** – CBC has identified a 5 year land supply which will provide some defence against unsustainable developments, however not all applications outside village envelope will be refused.

**Questions posed to Unitary Councillors:**

Cllr Want raised concerns over a stagnation of communications and progression of Community Centre car parking safety improvements project, and requested Ward Councillors intervention. Attempts to engage CBC Assets officers had failed. Cllr Dalgarno agreed to co-ordinate investigate the situation with CBC.

Cllr Ward requested feedback from Unitary Cllr Dalgarno on overdevelopment of Twin Acres site, Cllr Dalgarno confirmed an update would be available following meeting with a meeting with Enforcement Officers.

**17/010 ELECTION OF COMMITTEES FOR ENSUING YEAR**

010.1 **Finance & General Purposes Committee membership:** The following members sought election to the Finance & General Purposes Committee for the ensuing year.

Cllrs Auburn, Ferris, Holloway, Livermore, Randall, Ward and Gould.  
(7 members, 2 vacancies)

010.2 **Public Lands & Highways Committee membership:** The following members sought election to the Public Lands & Highways Committee for the ensuing year.

Cllrs Auburn, Gravett, Livermore, Randall, Sarll, Wallace, Want, and Gould.  
(8 members, 2 vacancies)

010.3 **Public Relations Committee membership:** The following members sought election to the Public Relations Committee for the ensuing year.

Cllrs Auburn, Gravett, Wallace, McGann, Sarll, Want and Ward.  
(7 members, 0 vacancies)

010.4 **Personnel Committee members:** The following members sought election to the Personnel Committee for the ensuing year.

Cllrs Auburn, Gravett, Holloway, Livermore, McGann, Sarll and Ward.  
(7 members, 3 vacancies)

010.5 **Archive Group Sub Committee:** The following members sought election to the Archive Group Sub-Committee for the ensuing year.

Cllrs Randall, McGann and Sarll  
(3 members, 0 vacancy)

**RESOLVED**

**that the above committee members be elected en-bloc.**

**17/011 ELECTION OF REPRESENTATIVES ON OUTSIDE BODIES FOR ENSUING YEAR**

**Arlesey Community Events Group:** The following members sought election to the Arlesey Community Events Group for the ensuing year.

Cllr S Sarll

**Arlesey Community Safety Group** The following member sought election to the Arlesey Community Safety Group for the ensuing year.

Cllr Wallace

**Arlesey Cross Masterplan Stakeholders Group** The following members sought election to the Arlesey Cross Masterplan Stakeholder group for the ensuing year.

Cllrs Want and Gravett

**Arlesey Neighbourhood Plan** The following member sought election to the Arlesey Neighbourhood Plan for the ensuing year.

Cllr Want

**Bedfordshire Police Liaison** The following member sought election to the Bedfordshire Police Liaison for the ensuing year.

Cllr Wallace

**Blue Lagoon Steering Group** The following member sought election to the Blue Lagoon Steering Group for the ensuing year.

Cllr Gravett

**Community Emergency Response Team** The following members sought election to the Community Emergency Response Team for the ensuing year.

Cllrs Auburn and Sarll

**Etonbury Green Wheel Stakeholder Group** The following members sought election to the Etonbury Green Wheel Group for the ensuing year.

Cllrs Ferris, Gravett and Livermore

**Etonbury Sports Management Group** The following member sought election to the Etonbury Sports Management Group for the ensuing year.

Cllr Want

**Glebe Meadow Management Group** The following members sought election to the Glebe Meadow Management Group for the ensuing year.

Cllrs Gravett and Sarll

**RESOLVED**

**that the above Representatives on Outside Bodies be elected en-bloc.**

## **17/012 PLANNING APPLICATIONS & ISSUES**

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

012.1 **CB/17/01158/OUT Land at Chase Farm** – Members received draft points of objection for consideration in response to CBC formulated by working party. Points raised:

- Insufficient provision of employment land is contrary to Masterplan (4.8ha almost half of initial allocation)

- Lack of parking available for designated employment area, retail users and school drop off
- Arlesey Town Council a stakeholder, was not consulted
- introduction of additional roundabout joining A507 will undoubtedly cause negative impact on A507 congestion
- Drainage – a new pipe required across MA8 site not shown on plans where planning approval already granted

**RESOLVED**

**To approve the OBJECTION to the application as contained with the draft response. Cllr Want to provide final version to the Clerk to submit to Central Bedfordshire Council.**

- 012.2     **CB/17/01468/FULL: 180 High Street, Arlesey, SG15 6TB**  
**Proposal:** Part single, part two storey side and rear extension

**RESOLVED**

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

- 012.3     **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.

**RESOLVED**

**that the Council support the application's approval.**

- 012.4     **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).

**RESOLVED**

**that the Council object to the application's approval on the grounds of insufficient parking available for 2 residential units.**

- 012.5     **CB/17/01880/FULL: Arlesey Church End Post Office, 82 House Lane, Arlesey, SG15 6XX**  
**Proposal:** Temporary Fruit and Vegetable stall (Retrospective)

**RESOLVED**

**that the Council support the application's approval.**

- 012.6     **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.

Cllr Dalgarno informed of complaints already received from residents regarding noise and parking issues relating to property. Application "called in" to Development Management Committee.

**RESOLVED**

**that the Council object to the application's approval on the grounds of noise caused and insufficient parking availability.**

012.7 **CB/17/02134/PADO: Hampden House, Hitchin Road, Arlesey, SG15 6RS**

**Proposal:** Prior notification of change of use of office to 39 dwellings.

Cllr Want raised with Unitary Councillors the option of initiating an Article 4 direction which enables local Planning Authority to remove “permitted Development Rights” and forces the official planning process to apply. Hampden House is the only high rise building in Arlesey, and development of the site would be detrimental to the environment. Cllr Dalgarno agreed to explore the Article 4 suggestion, reminding those present that providing 5 specific tests are met the application could not currently be refused.

**Standing orders suspended** - Mr Downey of Hitchin Road expressed his concerns at CBC’s recent consultation process which had omitted local residents but included local industrial units and Hampden House itself. Further concerns were raised regarding an over intensity of the site, the building dominating surrounding ground floor dwellings, and traffic issues which would exacerbate existing safety issues in the area. **Standing orders reinstated.**

**RESOLVED**

**that a Working Party, consisting of Cllrs Want and Ward, formulate a response objecting to the application to be forwarded to the Clerk for submission to Central Bedfordshire Council prior to the deadline date of 1<sup>st</sup> June 2017.**

012.8 **CB/16/05296/LDCP: 22 Lynton Avenue, Arlesey, SG15 6TS**

**Proposal:** Lawful certificate proposed: Loft conversion with rear dormer and single storey rear extension.

**RESOLVED**

**that the Council recommend the application’s approval subject to neighbours’ comments being taken into consideration.**

012.9 **CBC Draft Community Plan for Arlesey, Astwick, Fairfield and Stotfold** – Members considered whether the draft plan provided a true record of the event 9<sup>th</sup> February 2016 attended by Cllrs Wallace and Want, and whether the document was engaging an understandable. Members agreed that recent cuts in bus services was contrary to the plan’s vision of improving local transport. Typographical errors were noted for highlighting to CBC.

**RESOLVED**

**Clerk to submit response to Central Bedfordshire Council to include above issues.**

012.10 **CBC 5 Year Land Supply** – Members noted updated figures from Director of Regeneration and Business, in relation to 5 year Land Supply

012.11 **Planning Applications Refused/Granted** – Members noted recent decisions denoted by asterisk as at 10 May 2017.

012.12 **Enforcement cases created and/or closed:**

- Access from Mill Lane, Arlesey – Alleged unauthorised development – large barn/house. Members noted that investigation yet to take place – matter ongoing

012.13 **Telereal Trillium ‘Community Building’ Consultation** –Cllr Want provided update regarding discussions with BRCC’s Bob Hughes.

Concerns were raised over dimensions of Community Building space to be provided, approx. 500m<sup>2</sup> over 2 floors. It was noted that a building of this size spread over 2 floors would not provide a community room compared with the current Village Hall. Cllr Dalgarno recommended a visit to Silsoe Community Sports Centre which was of a similar size to the proposed Community building, and also split over 2 floors.

Sarah Hughes of Central Bedfordshire Council will be contacted by Cllr Want and the Working Party will meet again to provide an update at the June meeting of Town Council.

- 012.14 **Arlesey Neighbourhood Plan** - Cllr Want provided an update on recent developments.
- Independent examiner awaiting appointment.
  - Underspent grant at year end 2016/17 to be returned to Groundwork UK. A further grant application would be submitted for in 2017/18 expenditure.
  - NP Steering Committee to reconvene to formulate plan for publicity before referendum.

Further update to be provided to the Town Council meeting in June 2017

- 012.15 **Arlesey Cross Masterplan Stakeholders** - Cllr Want provided a brief update following the meeting held 25 April 2017. The Town Council continued to respond to planning applications. Conditions applied by CBC's DMC meeting to recently approved applications will bring forward a phasing plan for the western side relief road. Cllr Dalgarno requested a copy of the Town Council objection response to assist representation at the forthcoming Development Management Committee meeting on 24 May 2017. Cllr Gravett agreed to attend the DMC meeting and speak on behalf of the Council.

## 17/013 FINANCE REPORTS

### 013.1 Income and Expenditure – April 2017

Prior to the meeting members received a report of Income and Expenditure up to 30<sup>th</sup> April 2017, compared to 2017/18 budget (month 1) and were invited to submit questions to the Town Clerk as necessary. No questions were raised.

### 013.2 Balance Sheet as at 30th April 2017

Prior to the meeting members received a copy of the Balance Sheet as at 30<sup>th</sup> April 2017 (month 1) and were invited to submit questions to the Town Clerk as necessary. No questions were raised.

### 013.3 Petty Cash – April 2017

Prior to the meeting members received a copy of the petty cash details for the Resource Centre and Town Council for April 2017 – (month 1).

## RESOLVED

**to approve the Resource Centre and Town Council petty cash expenditure for April 2017.**

### 013.4 Accounts for Payment

Members received a schedule of the May 2017 accounts due for payment, as follows:

FOLIO	PAYEE	DESCRIPTION	AMOUNT	VAT DUE	TOTAL	ACC. No.	MUTIPLE INV. TOTAL	BANK REF
<b>Direct Debit Payments</b>								
DD.05/17-01	Barclays	Bank charges - DD due 10/05/17	8.05	0.00	8.05	4051		B/DD-01
DD.05/17-02	Right Fuelcard	Petrol for tools DD due 01/05/17	21.05	4.21	25.26	4051		U/DD-01
DD.05/17-03	Right Fuelcard	Petrol for tools DD due 08/05/17	21.05	4.21	25.26	4051		U/DD-02
DD.05/17-04	Cloudscape	Broadband and internet - DD due 10/05/17	33.34	6.67	40.01	4028		U/DD-03
DD.05/17-05	Anglian Water	MUGA water Jan - Apr 17 DD due 15/05/17	33.60	0.00	33.60	4012		U/DD-04
DD.05/17-06	Anglian Water	HR allotnts water Jan -Apr 17 DD due 15/05/17	4.66	0.00	4.66	4012		U/DD-05
DD.05/17-07	Anglian Water	SR Allotnts water Jan- Apr 17	0.00	0.00	0.00	4012	£6.48 in credit	U/DD-06

DD.05/17-08	Anglian Water	Cemetery water Jan - Apr 17 DD due 15/05/17	10.02	0.00	10.02	4012		U/DD-07
DD.05/17-09	SSE	Unmetered streetlighting - DD due 20/05/17	184.18	36.83	221.01	4014		U/DD-08
DD.05/17-10	SSE	Unmetered streetlighting - DD due 20/05/17	11.55	0.57	12.12	4014		U/DD-09
DD.05/17-11	E-On	Cemetery Shed Electricity -	0.00	0.00	0.00	4014	£1.19 in credit	U/DD-10
DD.05/17-12	Axis Energy	MUGA Electric April 2017 - DD due 28/05/17	48.03	2.40	50.43	4014		U/DD-11
DD.05/17-13	Cawleys	Skip removal and rental April 2017 - DD due 30/05/17	5.17	1.03	6.20	4044	Split	U/DD-12
DD.05/17-14	Biffa	Cemetery refuse collection - DD due 30/05/17	68.08	13.62	81.70	4017		U/DD-13
DD.05/17-15	UTAX	Utax copier/printer meter charges April 2017	142.60	28.52	171.12	4024		U/DD-14
<b>PAID ACCOUNTS - Deposit refunds/other reimbursements.</b>								
PA05/17-01	R Freeman	Hall Hire deposit 25/04/17	50.00	0.00	50.00	570		Chq300021
PA05/17-02	Landgroup Arlesey UK Ltd	Hall hire deposit 19/04/17	50.00	0.00	50.00	570		Chq300023
PA05/17-03	J Dix	Hall hire deposit 30/04/17	50.00	0.00	50.00	570		Chq300024
PA05/17-04	L Sanan	Hall hire deposit block booking £50	50.00	0.00	50.00	570		Chq300025
<b>ONLINE Payments Due</b>								
05/17-01	Herts fullstop	Office stationery - Paper	15.90	3.18	19.08	4023		FP00001
05/17-02	Stuart Brown	Service and repair Hedgecutter, Strimmer	112.85	22.57	135.42	4043		FP00002
05/17-03	Stuart Brown	Service and repairs to ride on mower - Husqvarna	513.00	102.59	615.59	4043		FP00003
05/17-04	Groundwork Uk	Return of unused Neighbourhood plan grant	5183.25	0.00	5183.25	1182		FP00004
05/17-05	MJ Ryalls	Equipment for new MUGA goal post installation	120.33	24.07	144.40	4045		FP00005
05/17-06	MJ Ryalls	Padlock for vandalised garage door at cemetery	8.69	1.74	10.43	4045		FP00006
05/17-07	On The Button	Editorials for Feb to April 2017	100.00	0.00	100.00	4033		FP00007
05/17-08	CPM Playgrounds	Repair/reinforce ground around mushroom equipment	645.00	129.00	774.00	4042		FP00008
05/17-09	Greenwood Contracting	Arlesey Rec grass cutting March and April 2017	300.00	60.00	360.00	4040		FP00009
05/17-10	Bedford Borough Council	Village Hall refuse collection March to June 2017	181.28	1.04	182.32	4017		FP00010
05/17-11	BLM	VAT Element of Counsel Disbursements	0.00	141.75	141.75	4037		FP00011
<b>CHEQUE Payments due</b>								
05/17-12	PETTY CASH T/C	Reimbursements of Petty Cash for T/C April 2017	12.95	0.00	12.95	Split		Chq300026
05/17-13	Resource Centre Petty Cash	Reimbursement petty cash April 2017	5.35	0.00	5.35	Split	18.30	Chq300026
<b>Payroll Liability Payments Due</b>								
05/17-14	HM Rev & Customs	Mth 2 PAYE	522.4		522.40	525		
	HM Rev & Customs	Mth 2 Nat. Emp'ee NI Contributions	466.96		466.96	525		
	HM Rev & Customs	Mth 2 Nat. Emp'er NI Contributions	536.99		536.99	525	1,526.35	FP00012
05/17-15	Beds Pension Fund	Mth 2 Emp'ee Super Contribution	522.09		522.09	526		
	Beds Pension Fund	Mth 2 Emp'er Super Contribution	1889.07		1,889.07	527	2,411.16	FP00013



Salaries Payments Due							
05/17-16	S. Foulkes	MAY Salary	Salary		Salary	4001	SAL.00001
05/17-17	J Bailey	MAY Salary	Salary		Salary	4001	SAL.00002
05/17-18	A Dean	MAY Salary	Salary		Salary	4001	SAL.00003
05/17-19	M Bird	MAY Salary	Salary		Salary	4001	SAL.00004
05/17-20	P Hector	MAY Salary	Salary		Salary	4001	SAL.00005
05/17-21	E Jackson	MAY Salary	Salary		Salary	4001	SAL.00006
05/17-22	J Spedding	MAY Salary	Salary		Salary	4001	SAL.00007
05/17-23	G Studley	MAY Salary	Salary		Salary	4001	SAL.00008
05/17-24	D Pascoe	MAY Salary	Salary		Salary	4001	SAL.00009
05/17-25	D. Rickman	MAY Salary	Salary		Salary	4001	SAL.00010
05/17-26	K Fitzgerald	MAY Salary	Salary		Salary	4002	SAL.00011
	<b>TOTAL SALARIES</b>	<b>NET MAY SALARIES</b>	<b>7,559.45</b>	<b>0.00</b>	<b>7,559.45</b>	<b>520</b>	
<b>TOTAL MAY 2017 PAYMENTS</b>			<b>19,486.94</b>	<b>584.00</b>	<b>20,070.94</b>		

**RESOLVED**

**that these accounts be paid.**

**17/014 FINANCE & GENERAL PURPOSES COMMITTEE**

**Employment Tribunal Mrs E Hare**– Members acknowledged:

- (a) Tribunal Judgement dismissing Mrs Hare’s claim as to constructive dismissal.
- (b) Award of costs to Arlesey Town Council of £350.00 and considered whether any remedial action is necessary in respect of arising confidentiality issues.

Discussion followed regarding Data Protection issues which were referred to within the judgement and the regulation of staff/member activity. Town Clerk confirmed that the Council was registered with the Information Commission under data protection regulations.

**RESOLVED**

**To note a breach of confidentiality occurred, involving staff and members’ data as opposed to parishioners’, and that action was taken by the previous Council to address the situation. No further action was deemed necessary at the current time.**

- (c) The submission of an appeal to the Council’s insurer was considered, in respect of their decision to withdraw cover in this case.

Discussion took place regarding the withdrawal of insurance cover in respect of legal fees connected to the tribunal case, which rested on concerns over witness availability and a the apparent complexities of the case, which resulted in the solicitor stating they could not be certain of greater than 50% chance of the Town Council successfully defending the case. Members agreed that a complaint to the insurers should be lodged.

**RESOLVED**

**that Council lodge a formal complaint to the insurer formulated by Cllr Randall together with the Town Clerk.**

**17/015 Archive Group Sub-Committee** - To consider the recommendations (Resolutions) contained within the minutes Archive Group Sub Committee meeting held on 28 April 2017.

**RESOLVED**

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

**17/016 PUBLIC LANDS & HIGHWAYS COMMITTEE**

016.1 **CBC Parking Consultation** - Members to consider Working Party draft representations to consultation for submission by deadline date of 16<sup>th</sup> June 2017. Members noted that in general the Working Party strongly agreed with CBC's approach and vision, however its deliverability was questioned. Specific responses to Q5, Q7, Q8 and Q9 of the survey were recommended as provided within an email considered by all members.

**RESOLVED**

**that the Town Clerk respond to CBC expressing points raised by the Working Party draft representations.**

016.2 **Arlesey Parking Enforcement Issues** – Members noted CBC Officer's further response to ATC's concerns raised in relation to 3 areas of Hitchin Road. Town Clerk to monitor and request report of officer findings periodically.

016.3 **The Wildlife Trust** – Members acknowledged draft budget for 2017/18 Management of Glebe Meadow.

016.4 **CBC Public Notice** – Members considered CBC proposal to install a raised table junction in High Street, Arlesey. Comments to be received by 23 May 2017

**RESOLVED**

**that the Council object to the proposal on the grounds of that the traffic scheme relates to a new development to the West of High Street which has yet to be granted planning consent and therefore the proposals are premature and currently unnecessary.**

016.5 **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.

**RESOLVED**

**that the Council object to the proposal on the grounds of that the traffic scheme relates to a new development to the West of High Street which has yet to be granted planning consent and the recent provision of double-yellow lines outside of the WI Hall had satisfied parking issues in the area, therefore the proposals are premature and currently unnecessary.**

016.6 **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.

**RESOLVED**

**that the Council object to the proposal on the grounds of that the traffic scheme relates to a new development to the West of High Street which has yet to be granted planning consent and therefore the proposals are premature and currently unnecessary.**

016.7 **Department for Communities and Local Government consultation on Preserving free use of public parks** – Members acknowledged information on Parkrun which proposed the introduction of legislation to preserve free use of public parks

- 016.8 **Cemetery Store Break-in and Access Widening** – Members acknowledged recent break in at Cemetery store resulting in damage to door hinges and theft of Pressure Washer and subsequent submission of insurance claim. Quotations awaited.

**RESOLVED**

**that discussions regarding possible widening of garage entrance be deferred to June meeting of Public Lands and Highways Committee, to consider quotations received.**

**17/017 PUBLIC RELATIONS COMMITTEE**

- 017.1 **'On the Button' Editorials** – Members acknowledged discontinuation of OTB's hard copy circulation with immediate effect. Cllr Sarll offered to print hard copies for elderly requiring a copy and it was noted that the Resource Centre would provide a hard copy for customers' reference. Further discussion of this matter was deferred to the Public Relations Committee.
- 017.2 **Councillor Surgeries** – Cllr's McGann and Randall held surgery 6<sup>th</sup> May 2017, one resident attended to discuss CBC's proposed High Street traffic scheme.

**17/018 PERSONNEL COMMITTEE**

- 018.1. **Resource Centre Cover Staff** - Members acknowledged appointment of 2 additional Cover Staff on Casual Staff Contracts; recruited via CBC Library Relief Staff listing.
- 018.2. **Assertiveness Training** – Members to approve Assistant Clerk's attendance to 'Skills 4 U' free training provided by Aragon Housing on Thursday 18<sup>th</sup> May, 10am-1pm.

**RESOLVED**

**that the Assistant Clerk to attend 'Skills 4 U' free training provided by Aragon Housing on Thursday 18<sup>th</sup> May, 10am-1pm.**

**17/019 REPRESENTATIVES' REPORTS**

- 019.1. **Bedfordshire Police Liaison:** Members received a report from Cllr Wallace and acknowledged correspondence as follows:
- a) **Crime figures April 2017** – 10-15 occurrences a month, it was noted that no crimes were recorded as being solved and the report remains void of anti-social behaviour offences.
  - b) **Beds Alert** – New Officers Join Bedfordshire Police – 96 new officers to be recruited 2017
  - c) **Bedfordshire Police Newsletter** - Cllr Wallace attended a steering group for North Rural Bedfordshire Crime on 15 May 2017. The 2017 priority for policing was advised as being speeding. Police are seeking an increase in Speedwatch groups. Currently 59 groups share 10 speed kits. Herts Police's practice of sharing half of its speed camera fines with parishes to purchase additional speed guns was noted.
- 019.2. **Etonbury Green Wheel Report:** No further update following report of Annual Town meeting 9 May 2017. The draft plan will be due for ratification later in the year.

**17/020 PUBLIC PARTICIPATION ON ITEMS ARISING FROM THIS EVENING'S MEETING**

Mr R Watson would be attending the Development Management Committee Meeting 24 May 2017 to object to new roundabout on A507 and would forward his objections to Cllr Dalgarno for information.

**17/021 EXEMPT BUSINESS**

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 labour relations matters Item 4: Annex B – Descriptions of Exempt Business/DCLG Open & Accountable Local Government) and to legal proceedings (Item 5: 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.**

- 021.1 **Personnel Issue: Staff member long-term sickness absence** – Members received a summary from the Town Clerk on Occupational Health Referral Report received, and considered a 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.

**RESOLVED**

**that the costs stated above in relation to a further referral for OH Physician Appointment and GP Report be approved by the Council.**

- 021.2 **Personnel Issue: Consideration of temporary increase in salary spinal point of staff member undertaking enhanced duties.** Members considered a temporary uplift in recognition of added levels of responsibility, proactive work ethic and positive feedback received.

**RESOLVED**

**that Ms P. Hector's salary be temporarily uplifted to SCP 17 to compensate for additional duties currently being undertaken during the absence of the Resource Centre Manager. Uplift to be reviewed on the return of the Resource Centre Manager, and will not constitute any agreement of the Council in terms of the staff member's present or future position.**

- 021.3 **Employment Tribunal Mrs E Hare** – Members considered correspondence from DWF solicitors regarding an option to pursue further costs from the Claimant. Cllr Livermore provided members with further information to enable them to consider this matter more fully, after which a consensus was reached that the Council was not minded to pursue further costs.

The meeting closed at 10.15pm

**CHAIRMAN**

**Date**