

Minutes of a meeting of **ARLESEY TOWN COUNCIL** held on **Tuesday 20 June 2017** in the **Village Hall, High Street, Arlesey at 7pm.**

**PRESENT:** Cllrs: C Gravett (Chairman) J Auburn  
D Page C Livermore  
S Sarll J Wallace  
J Want A Ward

**In attendance:** Ms S Foulkes (Town Clerk), Unitary Cllr Shelvey and 2 members of the public,

**17/022 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllrs C Ferris, J Randall, J Wallace, M Gould, and Ward Cllrs I Dalgarno and R Wenham.

**17/023 DECLARATIONS OF INTEREST**

- a) Disclosable Pecuniary Interests:
- Agenda item 10.1 - Cllr Sarll due to spouse's land tenancy.
- b) Other Interests:
- Agenda item 11.4 - Cllr Livermore due to hire deposit refund payable to him.

**17/024 CHAIRMAN'S ANNOUNCEMENTS**

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

- 024.1. **CBC Press Release: 'Millions of reasons to celebrate tenth birthday'** – Bedfordshire Macmillan Welfare Benefits Advice Service celebrated securing £26.5 million funding to continue helping cancer sufferers with benefit and grant applications and other challenges.
- 024.2. **CBC Press Release: 'Hundreds cheer volunteers' achievements'** - Cheering Volunteering Awards were held at Grove Theatre, Dunstable on 6<sup>th</sup> June 2017.
- 024.3. **BATPC – BATPC Annual General Meeting** to be held Thursday 19<sup>th</sup> October 2017 at Henlow Park Pavilion.

**17/025 MEMBERS QUESTIONS**

None raised.

**17/026 PUBLIC PARTICIPATION**

There was no public participation.

**17/027 MINUTES OF PREVIOUS MEETING**

- 027.1. 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.

**Amendments:**

10.3. **Public Relations Committee membership:** Cllrs Auburn, Gravett, **Wallace**, McGann, Sarll, **Want** and Ward.

10.5. **Archive Group Sub Committee:** Cllrs Randall, **McGann** and Sarll (**3** members, 0 vacancy).

**RESOLVED**

that the minutes of the Town Council meeting held on 16 May 2017, be approved subject to the above amendments and signed by the Chairman as a true record of proceedings.

**17/028 MATTERS ARISING**

None raised.

**17/029 REPORTS FROM CENTRAL BEDFORDSHIRE COUNCIL REPRESENTATIVES**

Unitary Cllr Shelvey reported:

**Budget Update** – A year end surplus of £2.1million is projected which will be set aside in reserves to be spent on residents.

**Grass cutting contract for outside 30mph areas** – Awarded to a new contractor, to include 2 safety cuts plus 1 full width cut.

**Parking Strategy Consultation** - Ongoing. ATC have submitted a response.

**Local Plan** – Draft plan approved. Consultation period 4<sup>th</sup> July to 29<sup>th</sup> August. Larger sites identified – 200 sites from original 800 put forward. 20-30k homes needed by 2035, dependant on government formula. Draft local plan includes 7.5k homes for Luton under duty to cooperate. Arlesey earmarked for 2k new homes. Major infrastructure required to include roads, doctors and schools – in addition to Pix Brook Academy. Large Country Park proposed to permanently separate Arlesey and Fairfield, and to include enhancements to Blue and Green Lagoons. North/south relief road to run from new A507 roundabout to Ickleford. Town and Parish Council drop-in consultation session to be held at Chicksands on 18<sup>th</sup> July 2-8pm, and for residents at Arlesey Village Hall on 26<sup>th</sup> July, 2-8pm. Capacity issues on A507 have been acknowledged by CBC, with developers now being asked to fund improvements required.

Members expressed concerns that infrastructure commitments would not be delivered, following the proposed reduction in employment land within the Arlesey Cross development. Concerns also raised over the Arlesey Cross social housing provision being reduced from the original 35% down to 5% due to flood prevention costs. Cllr Shelvey advised that policy of 30% social housing should prevent such a drastic reduction.

**Questions posed to Unitary Councillors:**

Cllr Sarll enquired whether an update was available on the Twin Acres Planning Enforcement issues raised at the last meeting. Cllr Shelvey agreed to liaise with Cllr Dalgarno. CBC was at present considering a recommendation to improve enforcement by increasing resources.

Cllr Ward sought clarification on CBC's justification for the level of proposed growth of Arlesey in comparison to other local villages. Cllr Shelvey advised that he had not been provided with CBC's assessment criteria at present, other than the sites being 'deliverable and sustainable'. Large scale growth in smaller villages was not considered to be sustainable. The assessment criteria would be published on 4<sup>th</sup> July 2017.

**17/030 SAMUEL WHITBREAD ACADEMY PUBLIC CONSULTATION**

Members considered Cllr Ferris' report on proposed disposal of school land to fund improved sporting facilities. Cllr Shelvey provided members with further background information relating to the process of land disposal. District Valuation Office provides independent valuation, which must be achieved in full and spent on local school and sports. After consideration, the submission of a formal response to the consultation was not deemed necessary.

## **17/031 PLANNING ISSUES & APPLICATIONS**

- 031.1 **Local Plan Update** – Members acknowledged email from CBC’s Jason Longhurst advising of commencement of public consultation period from 4<sup>th</sup> July 2017 for an 8 week period during which various consultation drop-in sessions would be held, as advised by Cllr Shelvey. Members considered the deadline date for responses being 29<sup>th</sup> August and agreed that the Council may need to schedule an Extra-Ordinary meeting in August to approve representations. Members also acknowledged email from MP Alistair Burt seeking the Council’s views on the draft plan.

Cllr Shelvey advised the meeting that a Local Plan was needed by 2020 to avoid government dictating housing. Cllr Shelvey also confirmed that there was scope for the draft plan being amended in response to representations received.

### **RESOLVED**

**that the Council delegate a Working Party to draft representations to the Draft Local Plan for initial consideration at next meeting. Working Party members to include Cllrs Want, Gravett, Holloway and Ward. Non-present members to be invited to participate.**

- 031.2 **CB/17/01764/FULL: 32 House Lane, Arlesey, SG15 6XU**  
**Proposal:** Drop kerb for access to the front of the property.  
No comments deemed necessary.

- 031.3 **CB/17/02027/FULL: 182 Hitchin Road, Arlesey, SG15 6SD**  
**Proposal:** Detached double garage

### **RESOLVED**

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

- 031.4 **Planning Applications Refused/Granted** – Members noted recent decisions denoted by asterisk as at 13 June 2017.

- 031.5 **Enforcement cases created and/or closed:** Members acknowledged -

- **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.

- 031.6 **Arlesey Neighbourhood Plan** - Cllr Want provided an update on recent developments, and confirmed receipt of a Groundworks grant for £5,885.00. The plan was now going through examination. The Steering Committee would be meeting soon to consider publicity for the public referendum. Cllr Want will seek clarification from CBC as to how the emerging local plan will affect the adoption of the Neighbourhood Plan, under the duty for compliance.

- 031.7 **Telereal Trillium ‘Community Building’ Consultation** – Cllr Want advised members that he had been in contact with CBC’s Sarah Hughes who had not been approached to-date by Telereal Trillium. BRCC’s Bob Hughes’ research concluded that the building size offered by Telereal Trillium appeared small in comparison to building provided in other local parishes. CBC’s Sarah Hughes had agreed to attend meeting with the Town Council to discuss community assets as a whole, and difficulties which may arise in managing 2 sites. Town Clerk to arrange meeting with Sarah Hughes, Cllr Gravett herself and available Working Party members for afternoon of Tuesday 27<sup>th</sup> June 2017.

031.8. **Arlesey Cross Masterplan Update** - Members noted CBC's Development Management Committee's decision to approve application CB/17/00492/FULL – Land at Chase Farm, East of High Street: Construction of 2 roundabouts, 3 pedestrian crossings and 2 bus laybys.

## 17/032 FINANCE REPORTS

### 032.1 Income and Expenditure – May 2017

Prior to the meeting members received a report of year-to-date Income and Expenditure up to 31<sup>st</sup> May 2017, compared to 2017/18 budget (month 2) and were invited to submit questions to the Town Clerk as necessary. No questions were raised.

### 032.2 Balance Sheet as at 31<sup>st</sup> May 2017

Prior to the meeting members received a copy of the Balance Sheet as at 31<sup>st</sup> May 2017 (month 2) and were invited to submit questions to the Town Clerk as necessary. No questions were raised.

### 032.3 Petty Cash – May 2017

Prior to the meeting members received a copy of the petty cash details for the Resource Centre and Town Council for May 2017 – (month 2)

## RESOLVED

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

### 032.4 Accounts for Payment

Members received a schedule of the June 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.06/17-01	Barclays	Bank charges - DD due 06/06/17	7.35	0.00	7.35	4071		B/DD-01
DD.06/17-02	Right Fuelcard	Petrol for tools and diesel for van DD due 29/05/17	100.00	20.00	120.00	4051		U/DD-01
DD.06/17-03	Right Fuelcard	Petrol for tools DD due 22/05/17	27.65	5.53	33.18	4051		U/DD-02
DD.06/17-04	Cloudscape	Broadband and internet - DD due 10/06/17	33.34	6.67	40.01	4028		U/DD-03
DD.06/17-05	SSE	Unmetered streetlighting - DD due 19/06/17	184.18	36.83	221.01	4014		U/DD-04
DD.06/17-06	SSE	Unmetered streetlighting - DD due 19/06/17	11.55	0.57	12.12	4014	<b>233.13</b>	U/DD-05
DD.06/17-07	Axis Energy	MUGA Electric April 2017 - DD due 28/05/17	48.03	2.40	50.43	4014		U/DD-06
DD.06/17-08	Trade UK (screwfix)	Tools and protective clothing	62.02	12.41	74.43	4045		U/DD-07
DD.06/17-09	Trade UK (screwfix)	Credit for never bend rake	-16.66	-3.33	-19.99	4045	<b>54.44</b>	U/DD-08
DD.06/17-10	Argos	kettles x 2	8.79	1.76	10.55	4045	<b>Split</b>	U/DD-09
DD.06/17-11	E-On	Cemetery Shed Electricity - DD due 19/06/17	12.40	0.62	13.02	4014		U/DD-10
DD.06/17-12	Cawleys	Skip removal and rental April 2017 - DD due 30/05/17	235.17	47.03	282.20	4044	<b>Split</b>	U/DD-11
DD.06/17-13	Unity Trust Bank	Bank charges DD Due 30/06/17	43.20	0.00	43.20	4071		U/DD-12
DD.06/17-14	UTAX	Photocopying/printing meter charge DD due 15/6/17	52.21	10.44	62.65	4024		U/DD-13

DD.06/17-15	BT	Office fax line DD due 27/06/17	37.89	7.58	45.47	4021		U/DD-14
DD.06/17-16	Biffa	Cemetery refuse collection - DD due 30/06/17	66.06	13.21	79.27	4017		U/DD-15
<b>PAID ACCOUNTS - Deposit refunds/other reimbursements.</b>								
PA06/17-01	C Livermore	Hall Hire deposit 21/05/17	50.00	0.00	50.00	570		Chq300027
PA06/17-02	Crystals Netball	MUGA Key deposit	30.00	0.00	50.00	572		Chq300028
<b>ONLINE Payments Due</b>								
06/17-01	Herts fullstop	Office stationery and grounds maintenance	55.68	11.14	66.82	4023		FP00001
06/17-02	CBC	Allotment rent Jun - Sept 2017	48.75	0.00	48.75	4013		FP00002
06/17-03	S Foulkes	Reimbursements Tea urn/water boiler	39.16	7.83	46.99	4045		FP00003
06/17-04	BLM	<b>VAT only</b> professional fees	0.00	<b>55.00</b>	<b>55.00</b>	4037		FP00004
06/17-05	DWF	Professional fees	500.00	100.00	600.00	4037		FP00005
06/17-06	Adam Bradford	Website updates	82.37	0.00	82.37	4078		FP00006
06/17-07	Our Parks	<b>REFUND</b> Overpayment of invoice	102.70	0.00	102.70	1017		FP00007
06/17-08	BABUS	Subscription renewal 2017/18	12.00	0.00	12.00	4026		FP00008
06/17-09	Greenwood Contracting	Arlesey Rec grass cutting May 2017	200.00	40.00	240.00	4040		FP00009
06/17-10	CPM Playgrounds	Operational Playground report Feb 2017	80.00	16.00	96.00	4084		FP00010
06/17-11	JRB Enterprise	Poop scoop bags	58.04	11.61	69.65	4029		FP00011
06/17-12	Moneysoft Ltd	Payroll Manager 20 licence renewal	65.00	13.00	78.00	4027		FP00012
<b>CHEQUE Payments due</b>								
06/17-13	<b>PETTY CASH T/C</b>	Reimbursements Petty Cash T/C May 2017	46.66	0.00	46.66			Chq300029
<b>Payroll Liability Payments Due</b>								
06/17-14	HM Rev & Customs	Mth 3 PAYE	575.00	0.00	575.00	525		
	HM Rev & Customs	Mth 3 Nat. Emp'ee NI Contributions	450.68	0.00	450.68	525		
	HM Rev & Customs	Mth 3 Nat. Emp'er NI Contributions	518.30	0.00	518.30	525	<b>1,543.98</b>	FP00013
06/17-15	Beds Pension Fund	Mth 3 Emp'ee Super Contribution	490.32	0.00	490.32	526		
	Beds Pension Fund	Mth 3 Emp'er Super Contribution	1765.57	0.00	1765.57	527	<b>2,255.89</b>	FP00014
<b>Salaries Payments Due</b>								
06/17-16	S. Foulkes	JUNE Salary	Salary		<b>Salary</b>	4001		SAL.00001
06/17-17	J Bailey	JUNE Salary	Salary		<b>Salary</b>	4001		SAL.00002
06/17-18	A Dean	JUNE Salary	Salary		<b>Salary</b>	4001		SAL.00003
06/17-19	M Bird	JUNE Salary	Salary		<b>Salary</b>	4001		SAL.00004
06/17-20	P Hector	JUNE Salary	Salary		<b>Salary</b>	4001		SAL.00005
06/17-21	E Jackson	JUNE Salary	Salary		<b>Salary</b>	4001		SAL.00006
06/17-22	J Spedding	JUNE Salary	Salary		<b>Salary</b>	4001		SAL.00007
06/17-23	D Pascoe	JUNE Salary	Salary		<b>Salary</b>	4001		SAL.00008
06/17-24	D. Rickman	JUNE Salary	Salary		<b>Salary</b>	4001		SAL.00009

06/17-25	K Fitzgerald	JUNE Salary	Salary		<b>Salary</b>	4001		<b>SAL.00010</b>
06/17-26	C Lowe	JUNE Salary	Salary		<b>Salary</b>	4001		<b>SAL.00011</b>
	<b>TOTAL SALARIES</b>	<b>NET JUNE SALARIES</b>	<b>7,002.70</b>	0.00	<b>7,002.70</b>	520		
			<b>13,086.11</b>	<b>416.30</b>	<b>13,522.41</b>			
<b>TOTAL JUNE 2017 PAYMENTS</b>								

**RESOLVED**

that these accounts be paid.

**17/033 APPROVAL OF ANNUAL RETURN FOR YEAR ENDED 31 MARCH 2017**

033.1. **Financial Statements for year ended 31<sup>st</sup> March 2017** – Prior to the meeting members received a copy of the prepared Financial Statements for year ended 31<sup>st</sup> March 2017.

**RESOLVED**

that the **Financial Statements prepared by the Town Clerk/RFO be approved by the Council.**

033.2. **Internal Auditors Report** (In support of Page 5 of Annual Return) – Prior to the meeting members received a copy of the Internal Auditors report which raised one recommendation being that the Council review and approve its Assets Register, including purchases and disposals, in the year.

**RESOLVED**

that the **Council acknowledges receipt of the Internal Audit Report provided by Kevin Rose of IAC, and defer recommendations contained within the supporting report for consideration by the Finance & General Purposes Committee.**

033.3. **Approval of Section 1: Annual Governance Statement 2016/17** – Prior to the meeting members received a briefing prepared by the Town Clerk covering each of the Governance Statements.

**RESOLVED**

that the **Council approve YES responses to Governance Statements 1 to 8, and a N/A response to statement 9.**

033.4. **Approval of Section 2: Accounting Statements 2016/17** – Prior to the meeting members received a copy of prepared Accounting Statements 2016/17 signed by the RFO, together 'Notes to External Auditor' providing Explanation of Significant Variances, Bank Reconciliation and Explanation of Differences between boxes 7 and 8, as required by BDO.

**Section 2: Accounting Statements  
2016/17 for Arlesey Town Council**

	31 March 2016 £	31 March 2017 £	Variance
1 Balances brought forward	166,933	141,348	- 15.33 %
2 (+) Annual Precept	180,795	189,259	4.68 %
3 (+) Total Other receipts	50,638	88,567	74.90 %
4 (-) Staff Costs	112,993	128,591	13.80 %
5 (-) Loan interest/capital repayments	-	-	-
6 (-) Total Other payments	144,025	154,385	7.19 %
7 (=) Balances carried forward	<b>141,348</b>	<b>136,198</b>	-3.64 %
8 Total Cash & Investments	169,338	154,623	-8.69 %
9 Total Fixed Assets	725,757	754,473	3.96 %
10 Total Borrowings	-	-	-

**Reconciliation of boxes 7 and 8:**

Box 7 above	141,348	136,198
Add creditors	34,403	24,735
Deduct debtors	6,412	6,310
As box 8 above	169,339	154,623

**RESOLVED**

**that the Council approve Section 2 of Annual Return as stated above.**

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

**17/034 FINANCE & GENERAL PURPOSES COMMITTEE**

034.1 **Employment Tribunal Legal Fees** – Members acknowledged correspondence received from Allianz Insurance which advised that legal fees paid by the Council to DWF Solicitors were to be fully reimbursed; excluding VAT. Members considered whether any further action was deemed appropriate with regards to pursuing the Council's complaint.

**RESOLVED**

**that the Council accept reimbursement of all legal fees paid to DWF to-date, totalling £39,391.60 and that no further action is taken in respect of the Council's complaint.**

034.2 **PAT Testing** – Prior to the meeting members received details of quotations obtained for Portable Appliance Testing due in July 2017.

**RESOLVED**

**that the Council approve quotation provided by 'Pure Pat' at a maximum cost of £204.95 dependant on number of items tested and plugs replaced.**

034.3 **NALC** – Reform of data protection legislation and introduction of the General Data Protection Regulation. Members acknowledged receipt of NALC Legal Briefing L03-17.

034.4 **SLCC Regional Training Seminar** – Members were asked to consider the Town Clerk's attendance on Wednesday 6th September at a cost of £69 plus VAT.

**RESOLVED**

**that the Council approve the Town Clerk's attendance to SLCC Regional Training Seminar at a cost of £69 plus VAT.**

- 034.5 **SLCC Membership Renewal** – Members were asked to approve the renewal of the Town Clerk's membership to SLCC at a cost of £250 and the Institute of Local Council Management (ICLM) at a cost of £50.

**RESOLVED**

**that the Council approve the renewal of the Town Clerk's membership to SLCC at a cost of £250 and the Institute of Local Council Management (ICLM) at a cost of £50.**

**17/035. PUBLIC RELATIONS COMMITTEE**

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

**RESOLVED**

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

- 035.2 **Councillor Surgeries** – Cllr Holloway provided an update on Councillor Surgery held on 3rd June 2017. One resident raised 3 issues regarding the maintenance of a bus shelter at Jubilee Crescent, a faulty Vehicle Activated Sign on Hitchin Road, and an untended amenity area at Howberry Green. Town Council office to follow up on each of the issues raised.

**17/036 PUBLIC LANDS & HIGHWAYS COMMITTEE**

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

**RESOLVED**

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

- 036.2 **Cemetery Railings** - Members were provided details of current year budget and Earmarked Reserve Funds available as queried at the Public Lands & Highways Committee.

**RESOLVED**

**that the Council approve expenditure of £368.00 from 4042/203: Grounds Maintenance and £1,472.00 from EMR 348: Capital (Property) Repairs, to meet the overall costs of £1,840 plus Vat quoted by BSG Property Services.**

- 036.3 **Hillary Rise Allotment Plot 3 Shed Request** - Members noted that the Council's 'Allotment Handbook' states that sheds "*should be placed on an area preventing shade to other plots*". After discussion, members concluded that the adjacent plot, No.5, should not be affected however the plot holder should be consulted.

**RESOLVED**

**that the Council approve the siting of a shed as recommended by the Public Lands & Highways Committee, subject to a satisfactory consultation with plot no. 5 and on the basis that the arrangement would be specific to plot no.3 solely due to close proximity of residential property and its kitchen window to the border of the plot.**

- 036.4 **Arlesey Footpath No. 5** – Members acknowledged notification of the decision of CBC's Development Management Committee meeting held on 24<sup>th</sup> May 2017, which supported ATC's position to preserve a 2 metre width.



- 036.5 **Bedford War Memorial Workshops 4 July** – Members considered an invitation to attend a workshop 9.45am to 13.00pm in Bedford 4 July 2017. Cllr Randall to be given opportunity to attend and Cllr Gravett to pass details to ‘Arlesey Remembers You’ Committee. Town Clerk to attend.
- 036.6 **Etonbury Green Wheel Public Consultation** – Members acknowledged public consultation period to commence 26<sup>th</sup> June through to 7<sup>th</sup> August 2017. Display to be set up in Arlesey Community Centre from 26<sup>th</sup> June through to 9<sup>th</sup> July, with BRCC staff being available to answer questions on Friday 7<sup>th</sup> July.
- 036.7 **MUGA Refurbishment Project** - Members acknowledged successful outcome of grant application to Eileen Alexander Legacy Fund, resulting in a grant of £10k being confirmed. The Town Clerk advised members that Alan Lamb Associates had submitted a planning application to CBC for the pavilion refurbishment works and the siting of storage container, and tender invitations had been sent to 5 local contractors. Deadline for submission of tenders: Tuesday 11<sup>th</sup> July 2017. In accordance with Financial Regulations, a member would be required to be present with the Town Clerk when opening the tenders at 12 noon on 11<sup>th</sup> July. Town Council to approve a contractor to undertake the works at July meeting.

**RESOLVED**

**that Cllr Sarll be delegated authority to open tenders received at 12 noon on Tuesday 11<sup>th</sup> July 2017.**

- 036.8 **Shared Access Ltd: Telecom Apparatus Funding Opportunity** – Members considered correspondence from Shared Access Ltd regarding a possible funding opportunity arising from the provision of telecom apparatus at the Recreation Ground. The Town Clerk had met with Gavin O’Meara, Regional Manager, and had sent a summary of their discussions to all members prior to the meeting. Shared Access would provide £30k capital funding for 25 year lease, with legal fees payable of between £500 to £2k dependant on solicitor used. Once a feasibility survey had been completed by the operator, a public consultation would be held to enable residents to feedback their views, prior to a planning application being submitted. The Town Clerk had sought the views of Arlesey Town Youth Football Club but had not received their response at time of the meeting.

**RESOLVED**

**that the Council agree in principle to Shared Access’ proposal, subject to satisfactory outcome of public consultation.**

- 036.9 **Unmetered Street Light Electricity Supply Contract** - Members were advised by the Town Clerk that comparison contracts had been sought through two independent brokers. Both had advised that the Council’s existing supplier’s renewal quotation was competitive.

**RESOLVED**

**that the Council approve the renewal of a 2 year electricity supply contract with SSE effective 1<sup>st</sup> August 2017; to be paid by monthly direct debit.**

**17/037 PERSONNEL COMMITTEE**

- 037.1. **Grounds Maintenance Staff Resignation** - Members acknowledged receipt of a letter of resignation from Mr A. Dean and noted that this post was vacant with immediate effect.
- 037.2. **Grounds Maintenance Staff Recruitment** – Members considered a draft Job Description, Person Specification, hours of work, hourly rate of pay; details of which were provided to all members prior to the meeting. Discussion took place on whether the Council should consider outsourcing its Grounds Maintenance requirements. Cllr Gravett suggested this option would present operational problems. Flexible working hours were suggested to meet seasonal demands. Town Clerk to review. Update to be provided to next Council meeting.

## **RESOLVED**

that the Council approve:

- 1) the draft 'Grounds Maintenance Operative' Job Description and Person Specification; subject to amendments agreed at the meeting.
- 2) the hours of work be set at a range of 20-25 hours per week dependent on successful applicant's skills, experience and availability.
- 3) the salary scale of NJC SCP 20 – 28 dependent on the successful applicant's skills and experience.
- 4) to delegate recruitment to Town Clerk and one Personnel Committee member.
- 5) to approve NJC Terms & Conditions, with superannuation to apply to post, under NALC Contract.

### **17/038 REPRESENTATIVES' REPORTS**

038.1. **Bedfordshire Police Liaison:** Members acknowledged receipt of:

- a) Crime figures May 2017 – which provided details of 23 crimes.

### **17/039 PUBLIC PARTICIPATION ON ITEMS ARISING FROM THIS EVENING'S MEETING**

Mr R. Watson congratulated the Council on the recovery of legal fees paid in connection with recent Employment Tribunal.

Mr R. Watson suggested that the Council concentrate its efforts on formulating constructive responses to the Draft Local Plan, as opposed to focusing on any apparent unfairness of the proposed growth. On request, Mr Watson agreed to join the Working Party delegated to draft the Council's representations on the Local Plan.

### **17/040 EXEMPT BUSINESS**

040.1. 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).

## **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.

### **17/041 PROCEEDINGS RELATED TO FORMER EMPLOYEE**

Members received an update on proceedings and considered:

- (a) action required to ensure safeguarding of Council's legal and financial position.

**Members acknowledged notification that a Notice of Appeal had been lodged with the Employment Appeal Tribunal. The notice advises that the Town Council need not take any action at present. The appellant had been issued a 'Notice to Pay' a lodgement fee and until such time as the fee is paid, no further action is required. Members agreed that the Town Clerk advise Allianz Insurance that an appeal may be heard, subject to the payment of the appropriate fee by the appellant.**

(b) delegation of a member as deemed necessary.

**RESOLVED**

**that the Council delegate Cllr Livermore to act on its behalf to liaise with DWF LLP in relation to an appeal against Tribunal Case No. 3400997/2015 should the matter proceed.**

**Meeting closed at 9.00pm**

**CHAIRMAN**

**Date**

DRAFT