

13 July 2017

**To: Members of the Council**

A **Meeting of ARLESEY TOWN COUNCIL** will be held in the **Village Hall, Arlesey** on **Tuesday 18<sup>th</sup> July 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 ACCEPTANCE OF OFFICE & COMMITTEE ELECTIONS**

- 2.1. To receive the Declarations of Acceptance of Office by newly elected councillors.
- 2.2. To elect members to committees as required.

### **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 **CBC Press Release** – Play your part, act on scams *(attached)*
- 4.2 **CBC Press Release** – Consultation starts for local growth locations *(attached)*
- 4.3 **CBC Press Release** – Council to consult on how pupils travel to schools and colleges *(attached)*
- 4.4 **CBC Press Release** – School expansion approved *(attached)*
- 4.5 **CBC Press Release** – 'It is a team effort,' says British Empire Medal Recipient Ken *(attached)*
- 4.6 **Friends of Bedfordshire Society** – Bedfordshire Day Celebrations *(attached)*
- 4.7 **CBC Press Release** – Kids can crack clues with Animal Agents in Summer Reading Challenge *(attached)*
- 4.8 **CBC Press Release** – Show why you #LoveParks in Central Bedfordshire *(attached)*

**5 MEMBERS QUESTIONS**

**6 PUBLIC PARTICIPATION**

**7 MINUTES OF PREVIOUS MEETING**

To consider and approve the minutes of the Annual Meeting of the Town Council held on 20 June 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 PLANNING APPLICATIONS & ISSUES**

10.1 **CB/17/02681/FULL: Land at Chase Farm, East of High Street and Land to the East of the A507, Arlesey Proposal:** Erection of new pedestrian and cycle bridge over the A507. **DEADLINE EXTENTION obtained - submission by 20<sup>th</sup> July 2017.**

10.2 **CB/17/02873/FULL: 24 House Lane, Arlesey, SG15 6XU Proposal:** Two storey front extension.

10.3 **CB/17/03053/FULL: 5 Lymans Road, Arlesey SG15 6TE Proposal:** Single storey front extension and 2 storey rear extension.

10.4 **CB/17/03042/FULL: 9 The Granary, Arlesey SG15 6SH Proposal:** Proposed first floor extension above existing driveway.

10.5 **CB/17/03005/FULL: 31 High Street, Arlesey SG15 6RA Proposal:** Shop front replacement.

10.6 **CB/17/01552/FULL: Green End Farm, 1 Hitchin Road, Arlesey, SG15 6RP Proposal:** Proposed residential development comprising 2 detached bungalows.

10.7 **CB/17/02867/FULL: 21A Stotfold Road, Arlesey, SG15 6XL Proposal:** Single storey rear extension, first floor side extension, loft conversion.

10.8 **CB/17/02977/FULL – Land to rear of 120-126 High Street, High Street, Arlesey, SG15 6SN Proposal:** Provision of steel container for equipment storage and refurbishment of existing pavilion to include bricking up 3 windows and inserting 1 new window.

10.9 **CB/17/03314/FULL – 67 Hitchin Road, Arlesey, SG15 6RS Proposal:** Proposed single storey part rear extension with internal alterations.

10.10 **Planning Applications Refused/Granted –** As at 13 July 2017. New decisions are identified by an asterisk. *(attached)*

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

- **40 High Street, Arlesey, SG15 6SL –** Alleged non-compliance with on-site parking conditions
- **144-144A Hitchin Road, Arlesey, SG15 6SA –** Alleged unauthorised change of used – offices to temporary residential accommodation.

10.12 **Telereal Trillium (TT) ‘Community Building’ Consultation –** Members to consider Working Party’s draft response to TT following consultation meeting with CBC’s Sarah Hughes. *(attached)*

10.13 **Arlesey Neighbourhood Plan -** Cllr Want to provide a verbal update.

10.14 **CBC Draft Local Plan Consultation -** Members to receive an update from Working Party, consider communications/engagement with residents to publicise the draft plan and agree date of Extra Ordinary Town Council meeting to approve representations for submission by Tuesday 29<sup>th</sup> August 2017. Members also to acknowledge CBC’s Jason Longhurst’s email regarding promotion of sites by developers and agents. *(attached)*

## **11 FINANCE REPORTS**

### **11.1 Income and Expenditure – June 2017**

To acknowledge receipt of a report of year-to-date Income and Expenditure up to 30<sup>th</sup> June 2017, compared to 2017/18 budget (month 3) and submit questions to the Town Clerk as necessary. *(attached)*

### **11.2 Balance Sheet as at 30<sup>th</sup> June 2017**

To acknowledge receipt of the Balance Sheet as at 30<sup>th</sup> June 2017 (month 3) and submit questions to the Town Clerk as necessary. *(attached)*

### **11.3 Petty Cash – June 2017**

To receive for approval copies of the petty cash details for the Resource Centre and Town Council for June 2017 – (month 3) *(attached)*

### **11.4 Accounts for Payment**

To approve accounts to be paid as advised to members at the meeting.

## **12 FINANCE & GENERAL PURPOSES COMMITTEE**

12.1 To consider the recommendations (Resolutions) contained within the minutes Finance and General Purposes Committee meeting held on 4 July 2017. *(attached)*

12.2 **Purchase of Men at Work Safety Signage** – Members to approve purchase of safety signage. *(attached)*

12.3 **Grounds Maintenance Risk Assessments** – Members to approve Generic Risk Assessments and Safety Procedures as detailed below and delegate Risk Assessment member: *(attached)*

- a) GR01: Risk Assessment- Use of Strimmer & Brush cutters
- b) SP01: Safety Procedure - Use of Petrol Strimmer
- c) GR02: Risk Assessment – Use of Rotary Petrol Mower
- d) SP02: Safety Procedure - Use of Petrol Mower
- e) GR03: Risk Assessment – Use of Hedge Trimmer
- f) SP03: Safety Procedure - Use of Hedge Trimmer
- g) GR04: Risk Assessment – Use of Ride On Mower
- h) SP04: Safety Procedure - Use of Ride On Mower

12.4 **Insurance Review** - Members review insurance provision and approve payment of 2017/18 premium of £3,848.38 inc. IPT tax. *(attached)*

## **13 PUBLIC LANDS & HIGHWAYS COMMITTEE**

13.1 **MUGA Refurbishment Project** - Members to consider Alan Lamb Associates recommendation for the approval of tender submitted by Modplan. *(attached)*

13.2 **Streetlighting repairs** – Members to approve quotations submitted by TCS Electrical for streetlight repairs/replacements. *(attached)*

13.3 **Shared Access Ltd: Telecom Apparatus Funding Opportunity** – Members to receive a verbal update from the Town Clerk.

13.4 **Parking enforcement record April-June 2017**– Members to acknowledge data received regarding visits to Arlesey and PCN's issued. *(attached)*

13.5 **Velocity Patcher** – Members to acknowledge CBC availability to use Velocity Patcher between July and September 2017 to attend to reported potholes. *(attached)*

13.6 **St Johns Playarea Inspection** – Members to approve quotation received from CPM playgrounds Ltd to carry out quarterly inspections of play area in conjunction with Recreation ground play area inspections. *(attached)*

- 13.7 **Arlesey High Street Decoration-** Members to consider a resident's request for planting of flowers/shrubs to improve appearance of High Street. *(attached)*
- 13.8 **Allotment Holder Meeting Request –** Members to consider requests received from 3 Hillary Rise allotment holders, for an allotment holder meeting. *(attached)*
- 14 PUBLIC RELATIONS COMMITTEE**
- 14.1 **Councillor Surgeries –** Cllrs Randall and Ward to provide an update on Councillor Surgery held on 1<sup>st</sup> July 2017.
- 14.2 **Events Group Funding: Summer Fete Marquees -** Members to approve quotation for supply of 3 marquees for Summer Fete 2017 and consider contribution to the provision of porta-loos . *(attached)*
- 15 PERSONNEL COMMITTEE**
- 15.1. To consider the recommendations (Resolutions) contained within the minutes Personnel Committee meeting held on 4 July 2017. *(attached)*
- 15.2. **Grounds Maintenance Staff Recruitment –** Members to receive verbal update on recruitment process.
- 15.3 **Temporary Grounds Maintenance Operative –** Retrospective approval of temporary contract for Temporary Grounds Maintenance Operative: Casual Worker status to apply at NJC SCP 28 – hours to be agreed with temporary worker.
- 15.4 **Grounds Maintenance Operative Training and Certification –** Members to approve delegate place reservations and costs for Brush cutter & Strimmers NPTC Level 2 Award and Use of Hand Held Hedge Cutters NPTC Level 2 Award. *(attached)*
- 15.5 **BATPC Trade Union Pay Claim –** Members to consider feedback requested by BATPC on impact of Trade Union Pay Claim from April 2018. *(attached)*
- 16 REPRESENTATIVES' REPORTS**
- 16.1. **Bedfordshire Police Liaison:** Cllr Wallace to provide a brief report on the following:
- a) Crime figures June 2017 *(attached)*
  - b) Correspondence re drug dealing and use.
  - c) Contact with Juliet Wright re SpeedWatch
  - d) Correspondence re dog display team
- 16.2 **Community Priority Setting Meeting –** Members to acknowledge Cllr Wallace attendance of meeting at Bedfordshire Police Headquarters 22 August. Report to be provided Council meeting September 2017.
- 17 PUBLIC PARTICIPATION ON ITEMS ARISING FROM THIS EVENING'S MEETING**
- 18 EXEMPT BUSINESS**
- 18.1. 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).
- 19 PROCEEDINGS RELATED TO A RESIDENT**
- Members to acknowledge correspondence addressed to Town Clerk dated 28<sup>th</sup> June 2017, and to consider a response to the comments therein.