

Minutes of a meeting of **ARLESEY TOWN COUNCIL** held in the **Village Hall, Arlesey** on **Tuesday 18th July 2017 at 7.00pm.**

PRESENT: Cllrs: C Ferris (Chairman) J Auburn
R Clark H Frost
M Gould M Holloway (agenda item 6 onwards)
C Livermore (agenda item 13.3 onwards) R McGann
J Randall S Sarll
J Wallace J Want
A Ward

In attendance: Ms S Foulkes (Town Clerk), Unitary Cllrs D Shelvey, R Wenham and I Dalgarno and 2 members of the public.

17/042 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllrs D Page, C Gravett and C Livermore for lateness.

17/043 DECLARATIONS OF ACCEPTANCE OF OFFICE & COMMITTEE ELECTIONS

043.1. Declarations of Acceptance of Office were signed by Cllrs R. Clark and H. Frost and witnessed by the Town Clerk.

043.2. Election of new members to committees:

Cllr R. Clark: Public Lands & Highways and Personnel Committees.

Cllr H. Frost: Personnel Committee.

Cllr H. D. Page: Personnel Committee

RESOLVED

that the above members be elected to the committees as stated.

17/044 DECLARATIONS OF INTEREST

a) Disclosable Pecuniary Interests – None.

b) Other Interests:

- Agenda item 14.2 - Cllr Sarll due to committee involvement with Arlesey Community Events Group.
- Agenda item 14.2 - Cllr Ward due to spouse's committee involvement with Arlesey Community Events Group.

17/045 CHAIRMAN'S ANNOUNCEMENTS

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

045.1 **CBC Press Release** – Play your part, act on scams – National Scams Awareness Month and CBC Trading Standard team are urging residents to be scam aware.

045.2 **CBC Press Release** – Consultation for local growth locations – Draft Local Plan representations to be submitted by deadline of Tuesday 29th August 2017.

045.3 **CBC Press Release** – Council to consult on how pupils travel to schools and college. Consultation deadline Sunday 20th August 2017.

- 045.4 **CBC Press Release** – School expansion approved – Henlow CofE Academy to temporarily expand to receive an additional 65 pupils into Year 5 from September 2017, and offer up to 70 additional middle school places by September 2018.
- 045.5 **CBC Press Release** – ‘It is a team effort,’ says British Empire Medal Recipient Ken Harvey who was awarded the honour in The Queen’s Birthday List.
- 045.6 **Friends of Bedfordshire Society: ‘Bedfordshire Day Celebrations’** – Request to Town and Parish Council’s to promote and participate in the annual event which occurs on 28th November 2017.
- 045.7 **CBC Press Release** – Kids can crack clues with Animal Agents in Summer Reading Challenge – Arlesey Resource Centre will be participating in this annual event.
- 045.8 **CBC Press Release** – Show why you #LoveParks in Central Bedfordshire – Celebration of local parks promoted by ‘Keep Britain Tidy’ during week 14th to 23rd July 2017.
- 045.9 **CBC Empty Homes Refresh** – Review of Empty Homes Strategy with the aim of bring long-term empty homes back into use and provide a framework for tackling the various issues associated with long-term empty homes in the private sector. Survey available on CBC website until 28th July, and an information stand available at the Town & Parish Council drop-in session on 18th July attended by Cllr Randall.

17/046 MEMBERS QUESTIONS

None raised.

17/047 PUBLIC PARTICIPATION

Mr R. Watson expressed his concern that the number of Arlesey planning applications being processed at the current time may result in some being overlooked by residents.

Cllr Wenham advised that CBC Planning would continue to follow the appropriate planning system processes to ensure that members of the public are able to view and submit comments on all planning applications.

17/048 MINUTES OF PREVIOUS MEETING

To consider and approve the minutes of the meeting of the Town Council held on 20 June 2017 as a true record of proceedings.

Amendments:

Cllrs R. McGann and M. Holloway were both noted as present at the meeting and Cllr Wallace was not present.

RESOLVED

that the minutes of the Town Council meeting held on 20 June 2017, be approved subject to the above amendments and signed by the Chairman as a true record of proceedings.

17/049 MATTERS ARISING

Cllr Sarll enquired whether Cllr Dalgarno could provide an update as to whether CBC Planning Enforcement had investigated a possible breach at the Twin Acres site.

Cllr Dalgarno advised that the number of pitches were legitimate and further enquiries were being made into other development at the site.

17/050 REPORTS FROM CENTRAL BEDFORDSHIRE COUNCIL REPRESENTATIVES

Unitary Cllr Shelvey reported on the following matters:

Town & Parish Council Drop-in Session 18th July 2017 - Draft Local Plan information had been made available. Cllr Randall attended on behalf of the Town Council.

Arlesey 'Draft Local Plan' Drop-in - Arlesey Village Hall on Wednesday 26th July, 2-8pm.

Draft Local Plan Documents - Detailed analysis of sites is available on CBC website.

Emergency Planning – CBC is keen to support Town & Parish Council's in formulating a plan.

Bogus Door-Step Callers - CBC aware of callers posing as Anglian Water representatives.

Stage Coach Buses – No longer accepting Travel Aid passes issued to job seekers.

BRCC Buildings Survey – Cllr Shelvey to send a link to the Town Clerk.

CBC o/s 30mph Grass cutting - New contractor is being monitored by CBC, although growth has been slow as result of dry weather. A named contact for Central Area is available.

Unitary Cllr Dalgarno reported on the following matters:

Pix Brook Academy - Following the approval of BEST's bid, a site is to be identified for a target build completion date of September 2019. Site meeting to be held 19th July 2017. The Town Council will be notified once a site is identified.

Gothic Mede Academy OFSTED Inspection - Graded as 'Good'.

Questions posed to Unitary Councillors:

Cllr Ward enquired what locations were being considered for Pix Brook Academy. Cllr Dalgarno advised that a site close to Ashwell had been proposed, in addition to land within the Telereal Trillium site as well as land opposite Etonbury Academy which was Cllr Dalgarno's preference, however issues regarding a two-school site had been raised. The site required would be circa. 17 acres.

Cllr Want enquired about the Ward Councillors' view on the proposals for Arlesey contained within the Draft Local Plan. Cllr Dalgarno voiced his initial surprise at the size of the area proposed for development being circa. 600/700 acres. Cllr Dalgarno held the view that the Country Park proposal could be appealing and that a north/south relief road could offer a positive benefit. Cllr Dalgarno supported meetings taking place with developers to obtain further details of their proposals. Cllr Ferris confirmed that Peter Davies of Axiom had made contact with the Town Council to suggest a meeting take place. The Town Clerk would follow up to make the necessary arrangements.

Cllr Wenham referred to proposals for Henlow and Stondon, both of which could experience significant growth, which was being driven by government. He suggested that residents take the current consultation opportunity to feedback on infrastructure requirements as opposed to focusing their efforts toward 'banner waiving'. The overall view of the community was important, and the need for housing could not be ignored.

Cllr Ward voiced his concerns that previous attempts to secure infrastructure improvements had not been delivered, thus focusing on these issues may not necessarily be productive. The current consultation period was an opportunity for those against major growth, in addition to the Arlesey Cross 1,400 new homes already planned, to voice their objections.

Cllr Dalgarno advised that CBC was having to take on a disproportionate number of houses for the area covered. The issue of 'viability' could be raised by developers in the delivery of the recommended 30% social housing quota; appeals have been lodged previously resulting in Local Planning Authorities being overruled due to build costs exceeding acceptable levels.

Cllr Holloway raised the example of the significant reduction of employment land within the Telereal Trillium site in recent months. Cllr Wenham advised that this was as a result of a lack of demand. Cllr Want queried whether this was the case, taking into account recent proposals for nearby Henlow Camp included the provision of employment land.

Cllr Ward also referred to the ongoing difficulties being experienced with the delivery of the west side proportion of the relief road as a result of land owners' demands, and questioned whether this scenario could be repeated on the east side proposed development. Cllr Dalgarno stated that he wished to discuss the proposals further with Axiom to gain a better understanding of how the development would be delivered.

Cllr Sarll reminded Ward members that CBC needed to take account of the route of the mains gas pipe on the eastern side of Arlesey.

Cllr Ward reiterated his view that Ward members should represent the views of residents as opposed to seeking the achievement of CBC's planning obligations.

17/051 PLANNING APPLICATIONS & ISSUES

- 051.1 **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 20th July 2017.**

Cllr Want referred members to para. 6.12 of the emerging Arlesey Neighbourhood Plan, which provides a vision for the proposed crossing "*to be designed in a way that is accessible, sustainable and reflective of the rural nature of the parish*". Members agreed that the proposed bridge did not meet with this 'vision' and would adversely impact on the rural surroundings.

RESOLVED

that the Council OBJECT to the application on the grounds that the proposal is not compliant with the emerging Arlesey Neighbourhood Plan; the design would adversely effect on the visual amenity of the rural surroundings.

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

RESOLVED

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

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

RESOLVED

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

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

RESOLVED

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

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

RESOLVED

that the Council support the application's approval.

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

RESOLVED

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

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

RESOLVED

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

051.8 **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.

RESOLVED

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

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

RESOLVED

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

051.10 **Planning Applications Refused/Granted** – Members noted recent decisions denoted by asterisk as at 13 July 2017.

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

- **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.

051.12 **Telereal Trillium (TT) 'Community Building' Consultation** –. Members considered a draft response prepared by the Working Party, following a meeting with CBC's Sarah Hughes. Cllr Want advised members that BRCC's Bob Hughes has previously provided a sample of local community buildings, all of which were larger in floor space than that proposed by TT. Sarah Hughes had advised that TT had not received guidance from CBC in terms of the proposed community building's floor space. She also advised that CBC do not currently have an exact formula to calculate the recommend floor space, however she suggested a calculation of 0.1m² to 0.3m² per person residing in the new development and 4 persons per dwelling could be used. The draft response suggested that the Council seek a commitment from TT for the provision of a building with a total space of 960m², to comprise of a community hall (300m²), council chamber (80m²), museum/exhibition space (200m²), 2 council offices, 3 small community meeting rooms (40m²), male/female/disabled toilets, kitchen, reception area, ample storage, parking for 25 cars. Community spaces to be

available for hire to generate revenue towards running costs. The Council agreed that a significant commuted sum should be sought from TT, to cover the building's ongoing running and maintenance costs.

Cllrs Wenham and Shelvey recommended that the Council resist oversizing the building as hire issues could result. Cllr Dalgarno recommended visiting the new Henlow building.

RESOLVED

- 1) that the Council approve the draft building specification prepared by the Working Party, with the additional requirement that a significant commuted sum is paid to the Town Council. Town Clerk to seek guidance on the calculation of the commuted sum.**
- 2) that a Working Party consisting of Cllrs Want, Holloway and Gravett be delegated to work with the Town Clerk to formulate a proposal for the use of existing community spaces following the completion of a new community building. Working Party to report back to Council at September meeting.**

051.13 **Arlesey Neighbourhood Plan** - Cllr Want advised members that examination of the draft Plan was ongoing. The examiner had raised various questions predominantly checking facts; CBC's Siobhan Vincent would be providing information. The Steering Committee planned to meet on 20th July, to discuss the use of a marketing consultant to publicise the referendum and to consider other questions raised by the examiner.

051.14 **CBC Draft Local Plan Consultation** - Cllr Want advised members that the Working Party had yet to meet, however individual members had begun the process of drafting general comments. Discussion took place on how the Council should best engage with the members of the public to publicise the proposals of Arlesey during the consultation period. Concerns were raised that local surveys may affect the number of representations submitted directly to CBC. Members agreed that a meeting with the Axiom Developments should take place. All members will be invited to attend once a date and time is confirmed.

RESOLVED

- (1) that an Extra Ordinary meeting be convened on Tuesday 15th August 2017 to consider draft representations on CBC Draft Local Plan.**
- (2) that the Council authorise the Working Party to work with the Town Clerk to engage with the community to publicise the growth proposals for Arlesey contained within CBC's Draft Local Plan.**

Unitary Cllrs Shelvey, Wenham and Dalgarno left the meeting.

17/052 FINANCE REPORTS

052.1 Income and Expenditure – June 2017

Prior to the meeting members received a report of year-to-date Income and Expenditure up to 30th June 2017, compared to 2017/18 budget (month 3) and were invited to submit questions to the Town Clerk as necessary. Cllr Randall enquired about the negative year-to-date figures of Acc. 4061: External Audit Fees and 4062: Internal Audit Fees. The Town Clerk advised members that the negative figures were as a result of accrual accounting, and would be off-set on receipt of invoices in respect of the audits for year ended 31st March 2017.

052.2 Balance Sheet as at 30th June 2017

Prior to the meeting members received a copy of the Balance Sheet as at 30th June 2017 (month 3) and were invited to submit questions to the Town Clerk as necessary. No questions were raised.

052.3 **Petty Cash – June 2017**

Prior to the meeting members received a copy of the petty cash details for the Resource Centre and Town Council for June 2017 – (month 3).

RESOLVED

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

052.4 **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
Direct Debit Payments								
DD.07/17-01	Right Fuelcard	Petrol for tools DD due 26/06/17	10.42	2.08	12.50	4051		U/DD-01
DD.07/17-02	BT	Office phone & fax DD due 29/06/17	240.99	48.19	289.18	4021	-	U/DD-02
DD.07/17-03	Axis Energy	MUGA Electric May 2017 - DD due 28/06/17	51.73	2.59	54.32	4014		U/DD-03
DD.07/17-04	Axis Energy	MUGA Electric June 2017 - DD due 28/07/17	33.04	1.65	34.69	4014		U/DD-04
DD.07/17-05	Biffa	Cemetery refuse collection - DD due 30/07/17	65.64	13.13	78.77	4017		U/DD-05
DD.07/17-06	SSE	Unmetered streetlighting - DD due 21/07/17	184.18	36.83	221.01	4014	-	U/DD-06
DD.07/17-07	SSE	Unmetered streetlighting - DD due 21/07/17	11.55	0.57	12.12	4014	<u>233.13</u>	U/DD-07
DD.07/17-08	BT	Resource Centre Telephone/fax -DD Due 16/07/17	40.19	8.04	48.23	4021		U/DD-08
DD.07/17-09	Cloudscape	Broadband and internet - DD due 10/07/17	33.34	6.67	40.01	4028		U/DD-09
DD.07/17-10	Cawleys	Skip removal and rental June 2017 - DD due 30/07/17	5.17	1.03	6.20	4044	Split	U/DD-10
DD.07/17-11	UTAX	Photocopying/printing meter charge DD due 17/7/17	31.00	6.2	37.20	4024		U/DD-11
DD.07/17-12	EON	Cemetery electric June DD Due 24/07/17	12.19	0.61	12.80	4014		U/DD-12
DD.07/17-13	Barclays	Bank charges - DD due 05/07/17	7.75	0.00	7.75	4071		B/DD-01
PAID ACCOUNTS - Deposit refunds/other reimbursements.								
PA07/17-01	Z Redfern	Hall Hire deposit 25/06/17	50.00	0.00	50.00	570		Chq300030
PA07/17-02	N Walker	Hall Hire deposit 15/07/17	50.00	0.00	50.00	570		Chq300031
PA07/17-03	K Cramer	Hall Hire deposit 15/07/17	50.00	0.00	50.00	570		Chq300032
PA07/17-04	N Fabron	Hall Hire deposit 16/07/17	50.00	0.00	50.00	570		Chq300033
ONLINE Payments Due								
07/17-01	Herts fullstop	Office stationery and cleaning products	14.85	2.97	17.82	SPLIT	-	JULFP01
07/17-02	Janet Bailey	Reimbursement Postage and Mileage	78.55	0.00	78.55			JULFP02
07/17-03	Nick Sayer Plumbing and Heating	Repairs to cemetery taps	97.50	0.00	97.50	4042		JULFP03
07/17-04	IAC	Internal Audit 24th May 2017	266.00	53.20	319.20	4062	-	JULFP04

07/17-05	Ernest Doe	Pressure washer - Insurance replacment	333.29	66.66	399.95	4045	-	JULFP05
07/17-06	Zurich	Insurance Policy Renewal	3848.38	0.00	3848.38	4025		JULFP06
07/17-07	Rospa	Annual inspections Play areas and playing field	409.50	81.90	491.40	4084		JULFP07
07/17-08	TCS Electrical	A3 Glebe Avenue LED lantern	468.00	93.60	561.60	4075		JULFP08
07/17-09	TCS Electrical	Quarterly street light maintenance	165.00	33.00	198.00	4075		JULFP09
07/17-10	CPM Playgrounds	Repairs to BMX equipment	165.00	33.00	198.00	4048		JULFP10
07/17-11	PRS	Performing Rights licence	118.12	23.62	141.74	4027		JULFP11
07/17-12	Woodman Fabrications	New hinges to cemetery store - Insurance claim	260.00	0.00	260.00	4042		JULFP12
07/17-13	Greenwood Contracting	Grass cutting Arlesey Recreation Ground	200.00	40.00	240.00	4040		JULFP13
CHEQUE Payments due								
07/17-14	PETTY CASH T/C	Reimbursements Petty Cash T/C June 2017	17.82	0.00	17.82		-	
07/17-15	PETTY CASH R/C	Reimbursements Petty Cash R/C June 2018	5.54	0.00	5.54		<u>23.36</u>	Chq300034
Payroll Liability Payments Due								
07/17-16	HM Rev & Customs	Mth 4 PAYE (tax rebate offsets PAYE payment)	-362.09	0.00	-362.09	525		
	HM Rev & Customs	Mth 4 Nat. Emp'ee NI Contributions	461.35	0.00	461.35	525		
	HM Rev & Customs	Mth 4 Nat. Emp'er NI Contributions	530.55	0.00	530.55	525	<u>629.81</u>	JULFP14
07/17-17	Beds Pension Fund	Mth 4 Emp'ee Super Contribution	478.06	0.00	478.06	526		
	Beds Pension Fund	Mth 4 Emp'er Super Contribution	1713.22	0.00	1713.22	527	<u>2,191.28</u>	JULFP15
							-	
Salaries Payments Due								
07/17-18	S. Foulkes	JULY Salary	Salary		Salary	4001		JULSAL.01
07/17-19	J Bailey	JULY Salary	Salary		Salary	4001		JULSAL.02
07/17-20	M Bird	JULY Salary	Salary		Salary	4001		JULSAL.03
07/17-21	P Hector	JULY Salary	Salary		Salary	4001		JULSAL.04
07/17-22	E Jackson	JULY Salary	Salary		Salary	4001		JULSAL.05
07/17-23	J Spedding	JULY Salary	Salary		Salary	4001		JULSAL.06
07/17-24	D Pascoe	JULY Salary	Salary		Salary	4001		JULSAL.07
07/17-25	D. Rickman	JULY Salary	Salary		Salary	4001		JULSAL.08
07/17-26	K Fitzgerald	JULY Salary	Salary		Salary	4001		JULSAL.09
07/17-27	C Lowe	JULY Salary	Salary		Salary	4001		JULSAL.10
07/17-28	J Savory	JULY Salary	Salary		Salary	4001		JULSAL.11
07/17-29	P Legate	JULY Salary	Salary		Salary	4001		JULSAL.12
	TOTAL SALARIES	NET JULY SALARIES	8,071.33	0.00	8,071.33	520		
				555.54	18,822.70			
TOTAL JULY 2017 PAYMENTS								

RESOLVED

that these accounts be paid.

17/053 FINANCE & GENERAL PURPOSES COMMITTEE

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

RESOLVED

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

- 053.2 **Purchase of Men at Work Safety Signage** – Members were asked to approve the purchase of grass and hedge cutting safety signage.

RESOLVED

that the Council approve the purchase of safety signage at a cost of £120 including delivery.

- 053.3 **Grounds Maintenance Risk Assessments** – Members were provided with draft Generic Risk Assessments and Safety Procedures for consideration, as detailed below, and were asked to delegate a member to review Risk Assessments:

- 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

It was noted that the level of risk on each of the risk assessments should be made clearer by the use of a text box.

RESOLVED

that the Council approve the above documents and delegate Cllr Sarll to work with the Town Clerk on the review and development of Risk Assessments.

- 053.4 **Insurance Review** - Members were provided with a review the Council's insurance provision which summarised all cover applicable, and were asked to approve payment of 2017/18 premium being £3,848.38 inc. IPT tax. A correction was noted to Part H: **Libel** and Slander sum insured being £250,000.

RESOLVED

that the Council approve the renewal of the Zurich policy and the payment of the 2107/18 premium of £3,848.38 inc. IPT tax.

17/054 PUBLIC LANDS & HIGHWAYS COMMITTEE

- 054.1 **MUGA Refurbishment Project** - Members acknowledged the receipt of 3 tenders out of 5 companies invited to submit tenders. Tenders were opened by the Town Clerk and Cllr Sarll at 12.05hrs on Tuesday 12th July 2017. All tenders received were logged, scanned and emailed to Alan Lamb Associates. Members considered Alan Lamb Associates recommendation for the approval of tender submitted by Modplan, which was the lowest

tender received. The Town Clerk advised that all tenders had exceeded the original estimate of £25,000. The project costs were now estimated as being:

Alan Lamb Associates - professional fees.	£5,000
Modplan Tender - refurbishment fees (inc, nominal £2k storage)	£34,888
Planning & Building Regulations	£600
Storage container costs above £2k nominal	<u>£1,260</u>
Total revised estimated project costs:	£41,748

Funding for the project was now projected as follows:

Confirmed funding: The Eileen Alexander Legacy Fund	£10,000
Confirmed funding: CBC S106 Monies	£6,000
Anticipated funding: Football Foundation	£10,000
Arlesey Town Council Revenue Budget 2017/18 (Acc. 4912)	£3,500
Arlesey Town Council Earmarked Reserve: MUGA (EMR: 341)	<u>£12,248</u>
Total estimated project funding:	£41,748

The Town Clerk will obtain the latest version of CAD drawings from Alan Lamb Associates.

RESOLVED

that the Council approve Alan Lamb Associates recommendation to accept the tender submitted by Modplan Construction totalling £34,888 for refurbishments to the MUGA Pavilion subject to planning consent being granted.

- 054.2 **Streetlighting repairs** – Members acknowledged expenditure of £450 approved by the Town Clerk and the Chairman in respect of column A6/Stotfold Road and projected budgeted expenditure in relation to the quarterly maintenance contract and quotations submitted by TCS Electrical for streetlight repairs/replacement.

RESOLVED

that the Council approve TCS Electrical quotation of £918 to carry out repairs to columns A9 Church Lane and A3 St Peters Avenue from budget Acc. 4075/303 and replacement of entire column of A14 Church Lane at cost of £1,700 to be funded from the EMR 338: Streetlighting.

- 054.3 **Shared Access Ltd: Telecom Apparatus Funding Opportunity** – Members were advised that Shared Access had completed an initial feasibility study which had identified an issue with the original proposal of swapping out and retaining the current position of a floodlight. As a result, two alternatives were suggested, including the re-siting of a floodlight to the southern perimeter of the MUGA court or alternative erecting a stand-alone mast antenna in the far southern boundary of the Recreation Ground. Shared Access' client is currently in talks with Arlesey Town Football Club about the retention of a mast at their site and therefore no further discussions with regards to the Recreation Ground as an alternative site will take place until these discussions reach a final resolution.

- 054.4 **Parking enforcement record April-June 2017**– Members acknowledged data received from CBC which stated that 293 enforcement visits had occurred in Arlesey during April to June 2017 and 45 PCN's issued.

RESOLVED

that the Town Clerk prepare and publish a statement advising resident of this data.

- 054.5 **Velocity Patcher** – Members acknowledged CBC availability to use Velocity Patcher between July and September 2017 to attend to reported potholes.

- 054.6 **St Johns Playarea Inspection** – Members considered a quotation provided by CPM Playgrounds Ltd to carry out quarterly inspections of play area in conjunction with Recreation ground play area inspections.

RESOLVED

that the Council approve the quotation of £55 per inspection provided CPM Playgrounds Ltd to undertake quarterly inspections of St Johns Road Play Area.

- 054.7 **Arlesey High Street Decoration-** Members to consider a resident's request for planting of flowers/shrubs to improve appearance of High Street.

RESOLVED

that the Council defer this request to Public Lands and Highways Committee to consider practicalities and budget.

- 054.8 **Allotment Holder Meeting Request** – Members consider requests received from 3 Hillary Rise allotment holders, for the scheduling of an allotment holder meeting.

RESOLVED

that the Council facilitate an allotment holders' meeting subject to a date being agreed with Cllr Gravett. Cllr Ferris also to attend.

17/055 PUBLIC RELATIONS COMMITTEE

- 055.1 **Councillor Surgeries** – Cllrs Randall and Ward provided an update on the Councillor Surgery held on 1st July 2017, confirming that they received no visitors. Members requested that they be reminded of the remaining dates and councillor delegates.

- 055.2 **Events Group Funding: Summer Fete Marquees** - Members considered quotations for supply of 3 marquees for Summer Fete 2017 and also making a contribution to the funding of porta-loos. Members were reminded that a budget of £1,300 was agreed for the provision of Summer Fete marquees.

RESOLVED

that the Council approve the quotations provided by Events & Tents to provide 3 marquees at a cost of £1,035 + VAT, and provision of porta-loos at a cost of £400 resulting in an overspend in budget of £135.

17/056 PERSONNEL COMMITTEE

- 056.1. To consider the recommendations (Resolutions) contained within the minutes Personnel Committee meeting held on 4 July 2017.

RESOLVED

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

- 056.2. **Grounds Maintenance Staff Recruitment** – The Town Clerk provided members with an update on the recruitment process being that 2 applications had been received and interviews were scheduled to take place 25th July 2017. The Clerk confirmed that the available Groundsman salary budget to year-end was £12,706. She suggested that this could be met by the recruitment of a part-time Groundsman working 25 hrs per week at the upper end of the advertised scale, supported by a Litter Picker working 5 hours per week on National Living Wage.

RESOLVED

that the Council delegate authority to the Town Clerk to appoint an appropriate candidate to work 25 hours per week at a scale commensurate with their skills and experience up to a maximum scale of NJC SCP 28.

- 056.3 **Temporary Grounds Maintenance Operative** – Members were advised that the Town Clerk had issued a temporary contract to a Temporary Grounds Maintenance Operative, on a Casual Worker basis, at salary scale NJC SCP 28, with working hours being agreed with the temporary worker.

RESOLVED

that the Council approve the continuation of the Temporary Grounds Operative contract at NJC SCP 28 for up to 25 hours per week until a permanent member of staff is appointed.

- 056.4 **Grounds Maintenance Operative Training and Certification** – Members considered the approval of delegate place reservations and associated costs for Brush cutter & Strimmers NPTC Level 2 Award and Use of Hand Held Hedge Cutters NPTC Level 2 Award. The Town Clerk confirmed £475 was currently unspent in 2017/18 training budget and an EMR Training Balance of £123 was also available. The Town Clerk suggested that once a permanent Grounds Maintenance Operative is appointed, delegate places be booked after the 12 week probationary period is completed.

RESOLVED

that the Council approve the reservation of a delegate place on Bedford College Brush cutter & Strimmers NPTC Level 2 at cost of £249 and Use of Hand Held Hedge Cutters NPTC Level 2 courses at a cost of £228 to be undertaken by the appropriate employee upon completion of the 12 week probationary period.

- 056.5 **BATPC Trade Union Pay Claim** – Members were asked to consider whether they wished to provide feedback as requested by BATPC on the likely impact of the Trade Union Pay Claim of 5% from April 2018. Response deadline 31st July 2017.

The Town Clerk provided members with the following figures:

2017/18 salary budget	£107,044	plus 5%	£112,396
2017/18 NIC budget	£6,407	likely	£6,744
2017/18 Pensions budget	<u>£21,098</u>	likely	<u>£22,479</u>
	<u>£134,549</u>	5.25% overall	<u>£141,619</u>

After consideration, no comments or feedback was deemed necessary.

17/057 REPRESENTATIVES' REPORTS

- 057.1. **Bedfordshire Police Liaison:** Cllr Wallace to provide a brief report on the following:
- a) Crime figures June 2017 - Provided details of 6 crimes; a significant reduction on the previous month.
 - b) Correspondence re drug dealing and use – Intelligence had been passed to the police.
 - c) Contact with Juliet Wright re SpeedWatch - Meeting to take place shortly to recruit volunteers, to be publicised by the Council.
 - d) Correspondence re. dog display team - Dog display team unable to attend Summer Fete.
- 057.2 **Community Priority Setting Meeting** – Members acknowledged Cllr Wallace to attend a meeting at Bedfordshire Police Headquarters 22 August. Report to be provided Council meeting September 2017.

17/058 PUBLIC PARTICIPATION ON ITEMS ARISING FROM THIS EVENING'S MEETING

Mrs K. Lindskog suggested that the Council make enquiries about the expected date on which the Velocity Patcher will be used in Arlesey so that known pot holes can be advised to CBC to ensure they are included within the schedule of repairs.

17/059 EXEMPT BUSINESS

059.1. 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.

17/060 PROCEEDINGS RELATED TO A RESIDENT

Members acknowledged correspondence addressed to Town Clerk dated 28th June 2017, and consider a response to the comments therein.

RESOLVED

that the Town Clerk respond to the writer on behalf of the Council advising that the Council remains fully committed to its responsibilities under the Data Protection Act and that in terms of any historical issues, the Council is satisfied that its proper internal procedures had been completed at the appropriate time.

Meeting closed at 10.05pm

CHAIRMAN

Date