

14 September 2017

**To: Members of the Council**

A **Meeting of ARLESEY TOWN COUNCIL** will be held in the **Village Hall, Arlesey** on **Tuesday 19<sup>th</sup> September 2017 at 7.00pm.**

All Members of the Town Council are hereby summoned to attend for the purpose of considering and resolving the business to be transacted.

Ms Susan Foulkes  
**Town Clerk**

## **AGENDA**

**1      APOLOGIES FOR ABSENCE**

**2      DECLARATIONS OF INTEREST**

To receive declarations of interest from members  
*(Members of the Council are invited to disclose any personal or personal and pecuniary interests they may have in any items on the agenda for this meeting in accordance with the Council's Code of Conduct for Members)*

**3      CHAIRMAN'S ANNOUNCEMENTS**

- 3.1      CBC Press Release – Central Bedfordshire Library opening hours to change      *(attached)*
- 3.2      CBC Press Release – Have your say on roads prioritised during extreme weather      *(attached)*
- 3.3      CBC Press Release – Have your say on business rate relief. Members to consider whether to submit a Council response      *(attached)*
- 3.4      CBC Press Release – Students shine on A-level results day      *(attached)*
- 3.5      CBC Press Release – Central Bedfordshire children urged to make their mark      *(attached)*
- 3.6      CBC Press Release – Lord-Lieutenant appoints two new deputies      *(attached)*
- 3.7      CBC Press Release – September 2018 school applications now open      *(attached)*
- 3.8      Bedfordshire Bugle – September 2017      *(attached)*
- 3.9      BATPC – Training Programme Autumn 2017      *(attached)*
- 3.10     The Royal British Legion – Branch News      *(attached)*

#### **4 MEMBERS QUESTIONS**

#### **5 PUBLIC PARTICIPATION**

#### **6 MINUTES OF PREVIOUS MEETING**

To consider and approve the minutes of the Extra Ordinary Meeting of the Town Council held on 15<sup>th</sup> August 2017 as a true record of proceedings. *(attached)*

#### **7 MATTERS ARISING**

#### **8 REPORTS FROM CENTRAL BEDFORDSHIRE COUNCIL REPRESENTATIVES**

To receive reports from Ward Councillors.

#### **9 PLANNING APPLICATIONS & ISSUES**

##### **9.1 CB/17/03558/FULL – 22 Bury Mead, Arlesey, SG15 6UB**

**Proposal:** Request for a drop kerb.

##### **9.2 CB/17/03972/FULL – 56B Hitchin Road, Arlesey, SG15 6RR**

**Proposal:** Single storey rear extension following demolition of existing extension.

##### **9.3 CB/17/03762/FULL – 8 Glebe Avenue, Arlesey, SG15 6UP**

**Proposal:** Part double part single storey rear extension.

##### **9.4 CB/17/03678/FULL – Arcade Flowers, Stotfold Road, Arlesey, SG15 6XS**

**Proposal:** Erection of a Chalet Bungalow.

##### **9.5 CB/17/04049/FULL – 10A Church Lane, Arlesey, SG15 6UL**

**Proposal:** Single storey rear extension.

##### **9.6 CB/17/04197/FULL – Land rear of 234 High Street, Arlesey, SG15 6TD**

**Proposal:** Erection of new dwelling.

##### **9.7 CB/17/03859/FULL – 54 Stotfold Road, Arlesey, SG15 6XT**

**Proposal:** Ground floor rear and side extensions.

**9.8 Planning Applications Refused/Granted** – As at 11<sup>th</sup> September 2017. New decisions are identified by an asterisk. *(attached)*

##### **9.9 Enforcement cases created and/or closed:**

- **Crossways Park, Hitchin Road, Arlesey** – Breach of planning control resolved.
- **Access from, Mill Lane, Arlesey** – Any alleged breach of planning control has been resolved.

**9.10 Arlesey Neighbourhood Plan** - Members to acknowledge Arlesey Neighbourhood Plan has passed examination stage, also to receive examiners report and approve recommended amendments to the plan. *(attached)*

**9.11 Community Building Commuted Sum** – Consideration of guidance sought by Clerk from CBC Sarah Hughes and BRCC Simon Patterson. *(attached)*

#### **10 FINANCE REPORTS**

##### **10.1 Income and Expenditure – August 2017**

To acknowledge receipt of a report of year-to-date Income and Expenditure up to 31<sup>st</sup> August 2017, compared to 2017/18 budget (month 5) and submit questions to the Town Clerk as necessary.

*(attached)*

10.2 **Balance Sheet as at 31<sup>st</sup> August 2017**

To acknowledge receipt of the Balance Sheet as at 31<sup>st</sup> August 2017 (month 5) and submit questions to the Town Clerk as necessary. *(attached)*

10.3 **Petty Cash – August 2017**

To receive for approval copies of the petty cash details for the Resource Centre and Town Council for August 2017 – (month 5) *(attached)*

10.4 **Accounts for Payment**

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

**11 FINANCE & GENERAL PURPOSES COMMITTEE**

11.1 **2017/18 Receipt of Precept Instalment** – Acknowledgement of second precept instalment receipt. *(attached)*

11.2 **Annual Return and External Audit Certificate: Year Ended 31 March 2017** - Approval of Annual Return and acknowledgement of receipt of External Auditor Certificate following conclusion of audit for year ended 31<sup>st</sup> March 2017. *(attached)*

11.3 **Interim Internal Audit** – Acknowledgement of Interim Internal Audit date confirmation: Thursday 9<sup>th</sup> November 2017. *(attached)*

11.4 **Multipay Card and Charges** – Acknowledgement of Unity Trust Bank ‘Multipay’ Credit Card application approval and relevant charges. *(attached)*

11.5 **General Data Protection Regulations** *(attached)*

(a) Acknowledgement of pending changes in data protection regulations effective 25<sup>th</sup> May 2018

(b) Consideration of methods of achieving a data protection audit to ensure the Council's full compliance with the General Data Protection Regulation (GDPR).

(c) Council to appoint Data Protection Officer.

11.6 **Standing Orders Amendment** – Approval of changes to Standing Order No.45 as per Town Clerk recommendation. *(attached)*

**12 PUBLIC LANDS & HIGHWAYS COMMITTEE**

12.1 To consider the recommendations (Resolutions) contained within the minutes Public Lands and Highways Committee meeting held on 5 September 2017. *(attached)*

12.2 **Hillary Rise and Stotfold Road Allotments Review** – To receive Working Party report and consider proposal to reinstate letting of plots at Stotfold Road site. *(attached)*

12.3 **A1 and Road Investment Strategy 2** – Acknowledgment of update received on the A1 and Road Investment Strategy 2. *(attached)*

12.4 **Arlesey Remembers You Memorial Garden** – Acknowledgement of request from Arlesey Remembers You Committee for progress to be made on the planting of a WW1 Memorial Garden as previously approved by Council. *(attached)*

12.5 **Gully Cleaning Programme** – Acknowledgment of notification of CBC Gully Cleaning Programme. *(attached)*

12.6 **Memorial Plaque Enquiry** – Consideration of request from a resident to site a memorial plaque at Cemetery to commemorate late father, also a former resident of Arlesey. *(attached)*

- 12.7 **Outdoor Gym Equipment** – Approval of additional delegates to join Working Party alongside Cllr Sarll and the Town Clerk.
- 12.8 **Children’s Theatre Group** – Consideration of Council’s interest in Widdershins subsidised children’s theatre in Village Halls. *(attached)*
- 12.9 **Badger Sets** – Consideration of Cllr Holloway’s request to form a Working Party in order to pro-actively monitor wildlife in Arlesey. *(attached)*
- 13 PUBLIC RELATIONS COMMITTEE**
- 13.1 To consider the recommendations (Resolutions) contained within the minutes Public Relations Committee meeting held on 5 September 2017. *(attached)*
- 13.2 **Councillor Surgeries** – Cllr Wallace to provide an update on Councillor Surgery held on 2<sup>nd</sup> September 2017.
- 13.3 **Summer Fete** – Cllr Sarll to provide an interim update on AEG Summer Fete held on 2<sup>nd</sup> September 2017.
- 14 PERSONNEL COMMITTEE**
- 14.1 **Grounds Maintenance Operative Appointment** – Acknowledgement of appointment of Mr P. Legate as the Council’s Grounds Maintenance Operative, working 25 hours per week on NALC Contract at SCP 28.
- 14.2 **Litter Picking Operative** – Consideration of appointment of Mr J. Savory on a permanent NALC employment contract to work 5 hours per week, at National Living Wage.
- 14.3 **Resource Centre Manager** – Acknowledgement of receipt of letter of resignation from Mrs E. Jackson with immediate effect, and consideration of arrangements for recruitment process.
- 15 REPRESENTATIVES’ REPORTS**
- 15.1 **Bedfordshire Police Liaison:** Cllr Wallace to provide a report on the following:
- a) Crime figures August 2017 *(attached)*
  - b) Community Priority Setting Meeting *(attached)*
  - c) Watch Scheme Co-ordinator *(attached)*
  - d) PCC’s Annual Parish Conference – CBC Priory House, Wed. 20<sup>TH</sup> Sept 2017 6-8pm
- 16 PUBLIC PARTICIPATION ON ITEMS ARISING FROM THIS EVENING’S MEETING**