

12th October 2017

To: Members of the Council

A **Meeting** of **ARLESEY TOWN COUNCIL** will be held in the **Village Hall, Arlesey** on **Tuesday 17th October 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 – 'Find Your Future at free careers and employment event' on Thursday 2nd November 2017, at The Incuba, corner of Brewers Road, Dunstable. *(attached)*

3.2 CBC Press Release – 'Award event celebrates Central Bedfordshire's fabulous foster carers' at which long-service awards were presented to 15 foster carers. *(attached)*

3.3 CBC Press Release - 'Central Bedfordshire one of the most prosperous regions in Great Britain' according to latest data from Office of National Statistics. *(attached)*

3.4 Town Council and Parish Council Conference, Tuesday 21st November 2017 – Invitation for two representatives of Town Council – date coincides with next scheduled ATC meeting. *(attached)*

4 MEMBERS QUESTIONS

5 PUBLIC PARTICIPATION

6 MINUTES OF PREVIOUS MEETING

To consider and approve the minutes of the Town Council Meeting held on 19th September 2017 as a true record of proceedings. *(attached)*

7 **MATTERS ARISING**

8 **GROUNDWORKS YOUTH CENTRE** – Jenny Hawkes to address Council.

9 **REPORTS FROM CENTRAL BEDFORDSHIRE COUNCIL REPRESENTATIVES**

To receive reports from Ward Councillors.

10 **PLANNING APPLICATIONS & ISSUES**

10.1 **DMC Meetings** – Members to delegate a Councillor to attend DMC meetings to represent Arlesey Town Council.

10.2 **CB/17/03907/FULL – 60 Stotfold Road, Arlesey, SG15 6XT**
Proposal: Planning permission for timber built garden room for family use ancillary to the use of dwelling house. (Retrospective)

10.3 **CB/17/04377/FULL – 4 Chase Close, Arlesey, SG15 6UT**
Proposal: Garage conversion

10.4 **CB/17/04515/FULL – Twin Acres, Hitchin Road, Arlesey, SG15 6SE**
Proposal: Erection of kennel building (Retrospective)
Members to acknowledge previous similar retrospective application CB/16/00620/FULL was refused 21/04/2016 *(attached)*

10.5 **CB/17/04521/FULL – Land rear of Twin Acres, Hitchin Road, Arlesey, SG15 6SE**
Proposal: Erection of gymnasium building for recreational use and laying of access driveway (Retrospective)

10.6 **CB/17/04567/FULL – Land at 2 Bury Mead, Arlesey, SG15 6UB**
Proposal: Erection of new 2 x bedroom dwelling adjoining existing end of terrace.

10.7 **CB/17/04164/FULL – 54 Church Lane, Arlesey, SG15 6UX**
Proposal: Single storey rear extension

10.8 **CB/TRE/17/00397 – Woodlands 74 Chase Hill Road, Arlesey, SG15 6UD**
Proposal: Works to trees subject to a tree preservation order: Fell Horse Chestnut Tree (T1).

10.9 **CB/17/04083/FULL – Communal Car Park, Lanthony Court, High Street, Arlesey, Beds, SG15 6TU**
Proposal: Remove existing shed and replace with new shed

10.10 **Planning Applications Refused/Granted** – As at 11th October 2017. New decisions are identified by an asterisk. *(attached)*

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

- **10 The Hermitage, Arlesey, SG15 6XE** – Change of use of land to domestic garden

10.12 **Ickleford Parish Council, CB/17/03168/OUT - The Lagoon, 197 Hitchin Road, Arlesey –**
Members to acknowledge response to the above planning application issued to CBC by Ickleford Parish Council, and request to be informed of planning applications of multiple residential dwellings in Arlesey. *(attached)*

10.13 **Neighbourhood Plan** – Cllr Want to report as follows:

- (a) Summary of Amendments to NP approved by Steering Committee *(attached)*
- (b) Referendum date confirmed – Thursday 30th November 2017, at Village Hall. *(attached)*
- (c) Approval of pre-referendum publicity costs of circa. £1,500 as estimated below, to be met from grant funds held -
 - Printing of 3,000 A4 folded full colour leaflets circa. £300
 - Distribution of said leaflets to all households in Arlesey circa. £300

- Printing of approx. 50 copies of the final plan document circa. £400
- Possible hiring of a venue for a drop-in event (TBC) circa. £20
- Printing of 10-20 posters for display on noticeboards, shops, pubs, etc circa. £20

10.14 **Arlesey Cross Masterplan Stakeholders Meeting** – Members to receive a report from Cllr Gravett on the meeting held 26th September 2017. *(attached)*

10.15 **Local Plan Update** – Members to acknowledge updates received from CBC Jason Longhurst *(attached)*

10.16 **Section 106 CBC Allocations Correspondence** - Members to consider correspondence received from CBC Ward Cllr Adam Zerny (Potton) and CBC Executive Member Cllr Nigel Young, forwarded to members by email.

11 FINANCE REPORTS

11.1 Income and Expenditure - September 2017

To acknowledge receipt of a report of year-to-date Income and Expenditure up to 30th September 2017, compared to 2017/18 budget (month 6) and submit questions to the Town Clerk as necessary. *(attached)*

11.2 Balance Sheet as at 30th September 2017

To acknowledge receipt of the Balance Sheet as at 30th September 2017 (month 6) and submit questions to the Town Clerk as necessary. *(attached)*

11.3 Petty Cash – September 2017

To receive for approval copies of the petty cash details for the Resource Centre and Town Council for September 2017 – (month 6) *(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 of the Finance and General Purposes Committee meeting held on 3 October 2017. *(attached)*

12.2 **Historical Archive Sub Committee** – Members to consider the recommendations (Resolutions) contained within the minutes Historical Archive Sub Committee meeting held on 10 October 2017. *(attached)*

12.3 **Barclays Current Account Closure** – Members to approve closure of Barclays Current Account (ending 4338) following opening of Unity Trust Current Account in December 2016.

12.4 **Resource Centre Printing** – Consideration of quotation from Triumph Adler for the provision of a leased copier/printer/scanner to replace Brother machines. *(attached)*

12.5 **Christmas Lights** – Members to consider quotation received from Lamps and Tubes to repair damages to Christmas lights occurring over the past year, to be provided at the meeting.

13 PUBLIC LANDS & HIGHWAYS COMMITTEE

13.1 **Speeding on Hitchin Road** – Members to acknowledge concerns of residents regarding speeding on Hitchin Road, and Town Clerk's correspondence with Cllr Dalgarno. *(attached)*

13.2 **Rural Match Fund** – Consideration of projects for CBCs Rural Match Fund and level of match funding required from Town Council. *(attached)*

- 13.3 **Public Liability Claim Discontinued** – Members to acknowledge Central Bedfordshire Council admission of liability resulting in closure of case against Arlesey Town Council.
(attached)
- 13.4 **Skatepark Repairs** - Members to acknowledge works approved by Town Clerk and Chairman on health and safety grounds. (attached)
- 13.5 **MUGA Car Park Gate** – Members to consider quotation to secure car park gate to prevent damage to vehicles using entry/exit gate. (attached)
- 13.6 **Children’s Theatre Group** – Members to consider request to waive or subsidise Village Hall Hire fees in support of Arts Council grant application. (attached)
- 13.7 **Remembrance Sunday 12th November 2017** – Volunteers requested to assist Marshall for Remembrance Day service at War Memorial 12 November 2017.
- 13.8 **Poppy Wreath** – Members to approve payment of £80 to British Legion for Arlesey Town Council Poppy Wreath for Remembrance Sunday 2017.

14 PUBLIC RELATIONS COMMITTEE

- 14.1 **Councillor Surgeries** – Cllr Want and McGann to provide an update on Councillor Surgery held on 7th October 2017.
- 14.2 **Summer Fete** – Members to receive a report from Arlesey Events Group on Summer Fete held Saturday 2nd September 2017 and consider request for ongoing funding in 2018.
(attached)

15 PERSONNEL COMMITTEE

- 15.1 To consider the recommendations (Resolutions) contained within the minutes of the Personnel Committee meeting held on 3 October 2017. (attached)
- 15.2 **Resource Centre Manager Recruitment** – Members to approve working week of 25 hours for Resource Centre Manager position.
- 15.3 **Bedfordshire Pension Fund Ill Health Liability Insurance** – Members to acknowledge receipt of information on ill health policy and employees’ early retirement on ill health grounds.
(attached)

16 REPRESENTATIVES’ REPORTS

- 16.1 **Bedfordshire Police Liaison:** Cllr Wallace to provide a report on the following:
- a) Crime figures October 2017 (attached)
 - b) Police.uk crime figures August 2017 (attached)
 - c) Annual Parish Council’s Conference 20 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).
 - 2) Information relating to the financial or business affairs of any particular person (or the authority holding that information (Item 3: Annex B – Descriptions of Exempt Business/DCLG Open & Accountable Local Government).

19 PROCEEDINGS RELATED TO FORMER EMPLOYEE

Members to receive an update on the status of Tribunal Appeal and consider action for the recovery of costs awarded to the Council.

20 **COMMUNITY BUILDING COMMUTED SUM**

- (a) Members to consider information provided by Stotfold Town Council
- (b) Members to agree commuted sum value to be advised to Telereal Trillium together with building specification.

21 **IT SUPPORT REVIEW**

Consideration of Town Clerks recommendation on the provision of IT Support, networking and back-up service to the Council.