

Minutes of a meeting of **ARLESEY TOWN COUNCIL** held in the **Village Hall, Arlesey** on **Tuesday 19<sup>th</sup> September 2017 at 7.00pm.**

**PRESENT:** Cllrs: C Ferris (Chairman) C Gravett (Vice Chair)  
R Clark D. Page  
J Randall S Sarll  
J Wallace A Ward

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

**17/074 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllr J. Auburn, H. Frost, M. Gould, M. Holloway, C. Livermore, R McGann and J. Want.

**17/075 DECLARATIONS OF INTEREST**

- a) Disclosable Pecuniary Interests: None.
- b) Other Interests:
  - Agenda item 12.2. - Cllr Gravett due to his spouse's holding an allotment tenancy.

**17/076 CHAIRMAN'S ANNOUNCEMENTS**

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

- 076.1 CBC Press Release – Central Bedfordshire Library opening hours to change. Arlesey Resource Centre is unaffected being under the management of the Town Council.
- 076.2 CBC Press Release – Have your say on roads prioritised during extreme weather. Consultation available on CBC website – closes 30<sup>th</sup> October 2017.
- 076.3 CBC Press Release – Have your say on business rate relief. Consultation details had been shared on the Town Council's Facebook page. No response to the consultation was deemed necessary. Consultation available on CBC website - closes 25<sup>th</sup> September 2017.
- 076.4 CBC Press Release – Students shine on A-level results day. Samuel Whitbread Academy achieved its best-ever results.
- 076.5 CBC Press Release – Central Bedfordshire children urged to 'make their mark' by participating in a national ballot from 22<sup>nd</sup> August until 6<sup>th</sup> October 2017, to determine what matters most to young people.
- 076.6 CBC Press Release – Lord-Lieutenant appoints two new deputies: Rodney John Calvert OBE and Paul Maurice Fuller CBE QFSM.
- 076.7 CBC Press Release – September 2018 school applications now open. Deadline for applications transferring from/to secondary/upper schools is 31<sup>st</sup> October 2017 and applications for starting school or middle school is 15<sup>th</sup> January 2018.
- 076.8 Bedfordshire Bugle – September 2017, Information on BATPC AGM, Data Protection, Litter Strategy for England, use of Sustainable Communities Act, Big Lotteries Fund – Awards for All, High Hedges DCLG Guidance and Locum Clerk Services.
- 076.9 BATPC – Training Programme Autumn 2017 – Dates and costs provided.
- 076.10 The Royal British Legion – Arlesey and Stotfold Branch News.
- 076.11 Catering License Adjustment – Members were advised of the late receipt of notification from CBC Licensing Co-Ordinator which provided details of a request from 'Frontline' to vary an

existing Street Trading License. Frontline currently hold a street trading license in respect of a catering van on the A507 Monday to Friday. A request to vary that license to include the siting of the catering van outside Arlesey Social Club, 58 High Street, on Fridays 19.30hrs to 23.30hrs and occasional Saturdays 19.30hrs to 23.30hrs. Comments requested by 6<sup>th</sup> October 2017.

As the matter had not been appeared on the agenda, members agreed that a Council response could not be agreed at this time. Concerns were expressed regarding parking in the area and possible disturbance to neighbours. It was questioned whether a separate application should be made for this location.

#### **RESOLVED**

**that the Council delegate authority to the Finance and General Purposes Committee to formulate a response to CBC Licensing Co-ordinator on the proposed adjustment to Frontline Street Trading License.**

#### **17/077 MEMBERS QUESTIONS**

077.1 Cllr Ward requested that the Council consider arranging a follow-up 'Community Litter Pick' before the end of British Summer Time. Members agreed that existing commitments would not support this timeframe, however the matter would be deferred for discussion to the next Public Lands and Highways Committee, with an aim to repeat the litter pick in Spring 2018.

077.2 Cllr Gravett requested that the Council review its procedures for dealing with urgent late items which are received after the issuing of an agenda but prior to a Council meeting taking place. The Town Clerk advised that regulations prevent resolutions being reached on items not appearing on an agenda. Cllr Shelvey confirmed that late items considered by CBC committees were always relating to existing agenda items, and never introduced new business.

#### **17/078 PUBLIC PARTICIPATION**

There was no public participation.

#### **17/079 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.

#### **RESOLVED**

**that the minutes of the Extra Ordinary Town Council meeting held on 15 August 2017, be approved and signed by the Chairman as a true record of proceedings.**

#### **17/080 MATTERS ARISING**

None raised.

#### **17/081 REPORTS FROM CENTRAL BEDFORDSHIRE COUNCIL REPRESENTATIVES**

**Unitary Cllr Shelvey reported on the following matters:**

**Draft Local Plan** – Over 20,000 responses received to the consultation, all of which will be considered prior to the next consultation stage.

**CBC Engagement** – Members of the public are being encouraged to input into Council meetings. Webcasting of CBC meeting is available to view on CBC website.

**Highways** – CBC Highways Steward Nick Carofalo continues his role of team leader for Arlesey area. Contract with Ringway Jacobs has been reviewed by CBC to achieve improvements in service levels.

**Resilient Highways Network** – CBC consultation on proposed main roads throughout Central Bedfordshire to keep clear in extreme weather or emergency situations. Deadline for responses 30<sup>th</sup> October 2017.

**Travel Assistance Policy** - CBC consultation on proposed reductions in funded school travel to achieve costs savings. Deadline for responses extended to 18<sup>th</sup> September 2017.

**Etonbury Academy and Samuel Whitbread Results** - Both schools achieved excellent examination results, with Samuel Whitbread achieving 3<sup>rd</sup> best performing school.

**Pix Brook Academy Site** - Consideration of various sites is still underway, however specific details are deemed to be commercially sensitive. The school is due to open in September 2018, taking in approximately 180 pupils. The school will offer extended secondary education to up to 1,260 pupils.

**Questions posed to Unitary Councillors:**

Cllr Gravett enquired about the level of teacher attrition rates at Etonbury Academy compared with other schools. Cllr Shelvey advised that staff retention was good.

Cllr Ferris enquired about arrangements for ensuring the safety of children crossing Hitchin Road to board school buses to Henlow. The Town Clerk had received communication from a resident expressing concerns about this issue and had referred them to Cllr Dalgarno. Cllr Shelvey agreed to consult with Cllr Dalgarno to establish whether a possible safety issue had been assessed.

**17/082 PLANNING APPLICATIONS & ISSUES**

082.1 **CB/17/03558/FULL – 22 Bury Mead, Arlesey, SG15 6UB**  
**Proposal:** Request for a drop kerb.

**RESOLVED**

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

082.2 **CB/17/03972/FULL – 56B Hitchin Road, Arlesey, SG15 6RR**  
**Proposal:** Single storey rear extension following demolition of existing extension.

**RESOLVED**

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

082.3 **CB/17/03762/FULL – 8 Glebe Avenue, Arlesey, SG15 6UP**  
**Proposal:** Part double part single storey rear extension.

**RESOLVED**

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

082.4 **CB/17/03678/FULL – Arcade Flowers, Stotfold Road, Arlesey, SG15 6XS**  
**Proposal:** Erection of a Chalet Bungalow.

Concerns were expressed over a potential development within an area of open countryside outside of the settlement envelope. Members agreed that any such development should remain linked to the business, and should not be occupied separately as a residential property.

**RESOLVED**

**that subject to confirmation of the settlement boundary, the Council object to the application if the site falls outside of this delineation, or otherwise to seek a planning**

**condition to ensure the bungalow cannot be separated in ownership/occupation from the on-site business.**

- 082.5 **CB/17/04049/FULL – 10A Church Lane, Arlesey, SG15 6UL**  
**Proposal:** Single storey rear extension.

**RESOLVED**

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

- 082.6 **CB/17/04197/FULL – Land rear of 234 High Street, Arlesey, SG15 6TD**  
**Proposal:** Erection of new dwelling.

**RESOLVED**

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

- 082.7 **CB/17/03859/FULL – 54 Stotfold Road, Arlesey, SG15 6XT**  
**Proposal:** Ground floor rear and side extensions.

**RESOLVED**

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

- 082.8 **Planning Applications Refused/Granted** – Members noted recent decisions denoted by asterisk as at 11<sup>th</sup> September 2017.

- 082.9 **Enforcement cases created and/or closed:** Members acknowledged -
- **Crossways Park, Hitchin Road, Arlesey** – Breach of planning control resolved – case closed. The street lighting and footpath works have been completed in accordance with the relevant condition on planning permission CB/14/01275/VOC.
  - **Access from, Mill Lane, Arlesey** – Any alleged breach of planning control has been resolved – case closed. The timber cabin has been returned to its former use by reason of the removal of the internal raised sleeping area and the external gable end window.
  - **Twin Acres, Hitchin Road** - Members asked Cllr Shelvey for an update on the enforcement issues previously raised. The Town Clerk had been in correspondence with CBC Enforcement Officer Chris Perry who has advised that a planning application had been submitted but was awaiting validation by CBC.

- 082.10 **Arlesey Neighbourhood Plan** - Members acknowledged Arlesey Neighbourhood Plan had passed the examination stage, subject to recommended amendments as contained within the Examiner's Report. The next stage is Public Referendum, in which a majority 'Yes' vote will be needed to achieve adoption of the plan.

**RESOLVED**

**that the Council approve the Examiner's recommended amendments to the Arlesey Neighbourhood Plan, subject to the Neighbourhood Plan Steering Committee's endorsement of those amendments.**

- 082.11 **Community Building Commuted Sum** – Members were provided with a summary of guidance obtained by the Town Clerk from CBC's Sarah Hughes and BRCC's Simon Patterson. Further information had yet to be obtained from Stotfold Town Council to enable a comparison against their community building.

**RESOLVED**

that the Council defer further discussion to an exempt agenda item at October meeting to allow further time to gather relevant information from Stotfold Town Council. Cllr Gravett to raise the matter at the next Stakeholders meeting on 26<sup>th</sup> September 2017. Town Clerk to advise Telereal Trillium by email that the Council will respond after the October meeting.

Cllr Shelvey left the meeting at 8.20pm

## 17/083 FINANCE REPORTS

### 083.1 Income and Expenditure – August 2017

Prior to the meeting members received 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 were invited to submit questions to the Town Clerk as necessary. No questions were raised.

### 083.2 Balance Sheet as at 31<sup>st</sup> August 2017

Prior to the meeting members received a copy of the Balance Sheet as at 31<sup>st</sup> August 2017 (month 5) and were invited to submit questions to the Town Clerk as necessary. No questions were raised.

### 083.3 Petty Cash – August 2017

Prior to the meeting members received a copy of the petty cash details for the Resource Centre and Town Council for August 2017 – (month 5).

## RESOLVED

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

### 083.4 Accounts for Payment

Members received a schedule of the September 2017 accounts due for payment, as follows:

FOLIO	PAYEE	DESCRIPTION	AMOUNT	VAT DUE	TOTAL	ACC. No.	MULTIPLE INV. TOTAL	BANK REF
<b>Direct Debit Payments</b>								
DD.09/17-01	Right Fuelcard	Petrol for tools DD Due 28/08/17	10.32	2.06	12.38	4051/split		U/DD-01
DD.09/17-02	Lloyds Bank Credit card	Credit card purchases and monthly fee DD due 16/08/17	14.58	2.32	16.90	SPLIT		U/DD-02
DD.09/17-03	Unity Trust Bank (Lloyds)	Set up fee DD due 17/08/17	50.00	0.00	50.00	4071/101		U/DD-03
DD.09/17-04	BRCC	Annual Membership fee S/O due 15/08/17	29.17	5.83	35.00	4026/101		U/DD-04
DD.09/17-05	Cloudscape	Broadband and internet - DD due 10/09/17	33.34	6.67	40.01	4028/split		U/DD-05
DD.09/17-06	Cloudscape	3x Office 365 premium accounts monthly charge DD due 10/09/17	27.00	5.40	32.40	4027/101	<b>72.41</b>	U/DD-06
DD.09/17-07	Right Fuelcard	Petrol for tools/ Diesel for van DD due 11/09/17	27.96	5.59	33.55	4051/split		U/DD-07
DD.09/17-08	Anglian Water	MUGA water supply DD due 15/09/17	62.10	0	62.10	4012/202		U/DD-08
DD.09/17-09	Anglian Water	Cemetery water supply DD due 15/09/17	22.71	0	22.71	4012/203		U/DD-09
DD.09/17-10	Anglian Water	Stotfold Road Allotments water supply DD due 15/09/17	11.27	0	11.27	4012/205		U/DD-10
DD.09/17-11	Anglian Water	Hillary Rise Allotments water supply DD due 15/09/17	26.76	0	26.76	4012/205		U/DD-11

DD.09/17-12	UTAX	Photocopying/printing meter charge DD due 15/9/17	31.00	6.20	37.20	4024/10 1		U/DD-12
DD.09/17-13	Right Fuelcard	Petrol for tools DD due 18/09/17	17.44	3.49	20.93	4051/spl it		U/DD-13
DD.09/17-14	EON	Cemetery electric August DD Due 18/09/17	8.04	0.40	8.44	4014/20 3	-	U/DD-14
DD.09/17-15	SSE	Unmetered streetlighting - DD due 21/09/17	217.47	43.49	260.96	4014/30 3	-	U/DD-15
DD.09/17-16	SSE	Unmetered streetlighting - DD due 21/09/17	12.72	0.63	13.35	4014/30 3	<b>274.31</b>	U/DD-16
DD.09/17-17	Axis Energy	MUGA Electric Aug 2017 - DD due 28/09/17	39.14	1.96	41.10	4014/20 2		U/DD-17
DD.09/17-18	Biffa	Cemetery refuse collection - DD due 30/09/17	92.56	18.51	111.07	4017/20 3		U/DD-18
DD.09/17-19	BT	Office fax	37.89	7.58	45.47	4021/10 1		U/DD-19
DD.09/17-20	Cawleys	Skip rental August 2017 - DD due 30/09/17	5.17	1.03	6.20	4044/spl it		U/DD-20
DD.09/17-21	Unity Trust Bank	Bank Charges - DD due 30/09/17	18.00	0.00	18.00	4071/10 1		U/DD-21
DD.09/17-22	Barclays	Bank charges - DD due 05/09/17	6.00	0.00	6.00	4071/10 1		B/DD-01
<b>PAID ACCOUNTS - Deposit refunds/other reimbursements.</b>								
	NONE							
<b>ONLINE Payments Due</b>								
09/17-01	CPM Playgrounds	Operational inspections St Johns and Rec ground 29/8/17	135.00	27.00	162.00	4084/30 1		SEPTFP01
09/17-02	MJ Ryall	Sadolin Extra Rosewood	40.77	8.15	48.92	4045/20 3		SEPTFP02
09/17-03	BLM	VAT ONLY	0.00	15.75	15.75	4037/10 1	-	SEPTFP03
09/17-04	Screwfix (TRADE UK)	Strimmer line, Workwear	112.49	10.49	122.98	SPLIT	-	SEPTFP04
09/17-05	BDO	Review of Annual Return year end 31/3/17	600.00	120.00	720.00	4061/10 1		SEPTFP05
09/17-06	Adam Bradford	Website hosting annual fee and updates	73.88	0.00	73.88	4078/10 1		SEPTFP06
09/17-07	Prestige Design and Workwear	Workwear for Groundsman	122.00	24.40	146.40	4007/10 1		SEPTFP07
09/17-08	Rialtas Business Solutions	Omega Cashbook software support - annual	630.00	126.00	756.00	4063/10 1	-	SEPTFP08
09/17-09	Rialtas Business Solutions	Cemetery software support- annual	275.00	55.00	330.00	4065/10 1	<b>1086.00</b>	SEPTFP09
09/17-10	BSG Property Services	Preparing and painting cemetery railings	1840.00	368.00	2208.00	4042/20 3		SEPTFP10
09/17-11	SLCC	Regional Training Seminar 06/09/17	69.00	13.80	82.80	4008/10 1		SEPTFP11
09/17-12	Bedford Borough Council	Occupational Health Services	307.50	61.50	369.00	4037/10 1		SEPTFP12
09/17-13	Bedford Borough Council	Refuse Collection	181.28	1.04	182.32	4017/20 1	<b>551.32</b>	SEPTFP13
09/17-14	BATPC	New Councillor Training Ron Clark	25.00	0.00	25.00	4008/10 1		SEPTFP14
09/17-15	CBC	Non Domestic Rate Bill 2nd Installment MUGA	1072.00	0.00	1072.00	4011/20 2		SEPTFP15
09/17-16	CBC	Non Domestic Rate Bill 2nd Installment Village Hall	2190.00	0.00	2190.00	4011/20 1		SEPTFP16
09/17-17	CBC	Non Domestic Rate Bill 2nd Installment cemetery	829.00	0.00	829.00	4011/20 3		SEPTFP17
09/17-18	S Foulkes	Reimburesment of mileage	64.40	0.00	64.40	4009/10 1		SEPTFP18
09/17-19	T&J Seymour	Lighting works to Pump House	385.00	77.00	462.00	4343/10 3		SEPTFP19
09/17-20	T&J Seymour	A3 St Peters Avenue - new lantern	450.00	90.00	540.00	4075/30 3		SEPTFP20
09/17-21	T&J Seymour	A6 Stotfold Road - New lantern and column sleeve	450.00	90.00	540.00	4075/30 3		SEPTFP21
09/17-22	T&J Seymour	A9 Church Lane - new lantern	460.00	92.00	552.00	4075/30 3	<b>2094.00</b>	SEPTFP22

09/17-23	Greenwood Contracting	Recreation Ground Grass cutting July 2017	300.00	60.00	360.00	4040/30 1		<b>SEPTFP23</b>
09/17-24	J Bailey	Reimbursement of mileage	3.11	0.00	3.11	4009/10 1		<b>SEPTFP24</b>
<b>CHEQUE Payments due</b>								
09/17-25	<b>PETTY CASH T/C</b>	Reimbursements Petty Cash T/C August 2017	16.78	0.00	16.78	<b>Split</b>	-	
09/17-26	<b>PETTY CASH R/C</b>	Reimbursements Petty Cash R/C August 2017	2.58	0.00	2.58	<b>Split</b>	<u>19.36</u>	<b>Chq300036</b>
<b>Payroll Liability Payments Due</b>								
09/17-27	HM Rev & Customs	Mth 6 PAYE	694.80	0.00	694.80	525		
	HM Rev & Customs	Mth 6 Nat. Emp'ee NI Contributions	565.84	0.00	565.84	525		
	HM Rev & Customs	Mth 6 Nat. Emp'er NI Contributions	650.70	0.00	650.70	525	<u>1,911.34</u>	<b>SEPTFP25</b>
09/17-28	Beds Pension Fund	Mth 6 Emp'ee Super Contribution	534.71	0.00	534.71	526		
	Beds Pension Fund	Mth 6 Emp'er Super Contribution	2274.76	0.00	2274.76	527	<u>2,809.47</u>	<b>SEPTFP26</b>
<b>Salaries Payments Due</b>								
09/17-29	S. Foulkes	SEPTEMBER Salary	Salary		<b>Salary</b>	4001		<b>SEPTSAL.01</b>
09/17-30	J Bailey	SEPTEMBER Salary	Salary		<b>Salary</b>	4001		<b>SEPTSAL.02</b>
09/17-31	P Hector	SEPTEMBER Salary	Salary		<b>Salary</b>	4001		<b>SEPTSAL.03</b>
09/17-32	E Jackson	SEPTEMBER Salary	Salary		<b>Salary</b>	4001		<b>SEPTSAL.04</b>
09/17-33	G Studley	SEPTEMBER Salary	Salary		<b>Salary</b>	4001		<b>SEPTSAL.05</b>
09/17-34	J Spedding	SEPTEMBER Salary	Salary		<b>Salary</b>	4001		<b>SEPTSAL.06</b>
09/17-35	D Pascoe	SEPTEMBER Salary	Salary		<b>Salary</b>	4001		<b>SEPTSAL.07</b>
09/17-36	D. Rickman	SEPTEMBER Salary	Salary		<b>Salary</b>	4001		<b>SEPTSAL.08</b>
09/17-37	C Lowe	SEPTEMBER Salary	Salary		<b>Salary</b>	4001		<b>SEPTSAL.09</b>
09/17-38	J Savory	SEPTEMBER Salary	Salary		<b>Salary</b>	4001		<b>SEPTSAL.10</b>
09/17-39	P Legate	SEPTEMBER Salary	Salary		<b>Salary</b>	4001		<b>SEPTSAL.11</b>
	<b>TOTAL SALARIES</b>	<b>NET SEPTEMBER SALARIES</b>	<b>7,616.39</b>	0.00	<b>7,616.39</b>	520		
<b>TOTALSEPTEMBER 2017 PAYMENTS</b>			<b>23,668.56</b>	<b>1,341.08</b>	<b>25,009.64</b>			

**RESOLVED**

that these accounts be paid.

**17/084 FINANCE & GENERAL PURPOSES COMMITTEE**

084.1 **2017/18 Receipt of Precept Instalment** – Members acknowledged receipt of the second precept instalment of £111,132.00, which would appear on month 6 finance reports.

084.2 **Annual Return and External Audit Certificate: Year Ended 31 March 2017** - Prior to the meeting members received a copy of the Audited Annual Return including the External Auditor's Certificate which confirmed the conclusion of audit for year ended 31<sup>st</sup> March 2017, with no issues being raised.

**RESOLVED**

that the Council approve the audited Annual Return for year ended 31<sup>st</sup> March 2017, together with the external auditor's certificate which states that no issues had been raised.

084.3 **Interim Internal Audit** – Members acknowledged that the Town Clerk had arranged an Interim Internal Audit date of Thursday 9<sup>th</sup> November 2017. A report from that interim audit will follow.

084.4 **Multipay Card and Charges** – Members acknowledged that the Unity Trust Bank 'Multipay' Credit Card application had now been approved and noted relevant charges including the

£50 set up fee and £3 monthly charge. Payments to the credit card would be made by monthly direct debit to ensure the account balance is settled in full each month.

#### 084.5 **General Data Protection Regulations**

- (a) Members acknowledged pending changes in data protection regulations effective 25<sup>th</sup> May 2018, and the need to remain compliant.
- (b) Members were asked to consider methods of achieving a data protection audit to ensure the Council's full compliance with the General Data Protection Regulation (GDPR). The Town Clerk recommended deferring this item to the next Finance and General Purposes committee to enable sufficient time for her to gather further information and relevant costs.

#### **RESOLVED**

**that the Council defer this item to the next Finance and General Purposes Committee.**

- (c) Council to appoint Data Protection Officer.

#### **RESOLVED**

**that the Council appoint Susan Foulkes, as current post holder of Town Clerk/RFO as the Council's Data Protection Officer.**

- 084.6 **Standing Orders Amendment** – Members were asked to approve an amendment to Standing Order No.45 following the Council's recent review of declarations of non-pecuniary interests.

#### **RESOLVED**

**that the Council approve the amendment of Standing Order No. 45 to read:**

***Members must disclose Interests as defined by (5 .1 to 5.4) of the Code of Conduct adopted by the Council on 04<sup>th</sup> September 2012, and***

- (a) *unless he/she has been granted dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting of the Council, its committees or sub-committees during the consideration of any matter in which that person has a declarable pecuniary interest, and may only return to the room after the matter has either been resolved or deferred.*
- (b) *unless he/she has been granted dispensation, a councillor or non-councillor with voting rights shall abstain from the debate of any matter in which that person has a non-pecuniary interest (as declared under Appendix B of the Council's Code of Conduct or thereafter) and may only speak on the matter if and when the public has a right to speak.*

#### **17/085 PUBLIC LANDS & HIGHWAYS COMMITTEE**

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

#### **RESOLVED**

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

- 085.2 **Hilary Rise and Stotfold Road Allotments Review** – Prior to the meeting members received a Working Party report and were asked to consider a proposal to reinstate letting of plots at Stotfold Road site. Members were advised that progress towards establishing a right of way to the northern end of the Hilary Rise allotment land had proved problematic. The Town Clerk had established CBC's ownership of a relevant land parcel, however had been advised by their



Legal Representative Lorraine Howitt that a right of way would not be granted in the near future due to other factors.

**RESOLVED**

**that the Council reinstate the letting of allotment plots at Stotfold Road and the Working Party consider and recommend a method of achieving the preparation of fallow land at Hillary Rise to enable further allotment plots to be offered at this site. Town Clerk and Grounds Maintenance Operative to be consulted.**

- 085.3 **A1 and Road Investment Strategy 2** – Members acknowledged receipt of update on the A1 and Road Investment Strategy 2 received via BATPC.
- 085.4 **Arlesey Remembers You Memorial Garden** – Members acknowledged receipt of a request from ‘Arlesey Remembers You’ (ARY) Committee for progress to be made on the planting of a WW1 Memorial Garden as previously approved by Council. Cllr Gravett advised members that Roger Griffin of Amenity Trees had previously agreed to provide a plan of the proposed planting scheme and assist with its installation. ARY would be responsible for re-establishing this contact. Town Clerk to liaise with Jodie Chillery of ARY to advise of the Council’s support for making progress.
- 085.5 **Gully Cleaning Programme** – Members acknowledged notification of CBC Gully Cleaning Programme.
- 085.6 **Memorial Plaque Enquiry** – Members considered a request from a resident to site a memorial plaque at Cemetery to commemorate late father, also a former resident of Arlesey. As this situation had not previously been encountered by the Council, no procedure or allocated area within the cemetery had been agreed.

**RESOLVED**

**that the Council defer this item to the next Public Lands & Highways Committee to enable consultation with other cemeteries to take place. Resident to be advised of rationale for Council’s interim decision.**

- 085.7 **Outdoor Gym Equipment** – Members were asked whether they wished to join a Working Party alongside Cllr Sarll and the Town Clerk. No additional Working Party members came forward. Cllr Sarll and the Town Clerk/Assistant Clerk would work toward obtaining a site survey and costs for Public Lands and Highway Committee consideration.
- 085.8 **Children’s Theatre Group** – Members considered communication from Theatre of Widdershins, a Bedfordshire based children’s theatre company, seeking expressions of interests from Village Halls who would be willing to host a show. The group intend to use expressions of interest to support their funding application to the Arts Council. Members agreed that the theatre’s use of the hall and stage could be beneficial to residents as there was presently no use of the facilities by a local youth theatre group.

**RESOLVED**

**that the Council express an interest in hosting a subsidised childrens’ show by Theatre of Widdershins.**

- 085.9 **Badger Sets** – Prior to the meeting members were advised of a proposal by Cllr Holloway to form a Working Party to pro-actively monitor wildlife in Arlesey which may be threatened by various pending developments. In Cllr Holloway’s absence, Cllr Ferris sought members opinions. It was suggested that Cllr Holloway be tasked with providing a Working Party scope for members further consideration at the next Council meeting.

**Standing Orders suspended:** Mr R. Watson advised members that most new development planning applications are accompanied by extensive environmental reports from consultants. A Working Party may wish to collate these reports which would provide foundation information on local wildlife. **Standing Orders reinstated.**

**RESOLVED**

**that the Council request Cllr Holloway provide a scope of the proposed Working Party for consideration by next Council meeting.**

**17/086 PUBLIC RELATIONS COMMITTEE**

- 086.1 To consider the recommendations (Resolutions) contained within the minutes Public Relations Committee meeting held on 5 September 2017.

**RESOLVED**

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

- 086.2 **Councillor Surgeries** – Cllr Wallace provided an update on Councillor Surgery held on 2<sup>nd</sup> September 2017 as part of the Summer Fete. No visitors were received.

- 086.3 **Summer Fete** – Cllr Sarll provided an interim update on AEG Summer Fete held on 2<sup>nd</sup> September 2017. The committee drew on lessons learned the previous year to improve the current year's event. Feedback received to-date had been extremely positive. The Charity Firewalk had raised in region of £1,500 to £1,600 and will be equally split between MacMillan Cancer Support and AEG. A formal report would be provided by the committee Chairman for Council's consideration

**RESOLVED**

**that the Council express congratulations and thanks to the AEG Committee via a letter from the Town Clerk.**

**17/087 PERSONNEL COMMITTEE**

- 087.1 **Grounds Maintenance Operative Appointment** – Members acknowledged the of appointment of Mr P. Legate as the Council's Grounds Maintenance Operative, working 25 hours per week on NALC Contract at SCP 28.

- 087.2 **Litter Picking Operative** – Members considered the appointment of Mr J. Savory on a permanent NALC employment contract to work 5 hours per week, at National Living Wage.

**RESOLVED**

**that the Council approve the appointment of Mr J. Savory as Litter Picking Operative on a permanent NALC employment contract to work 5 hours per week, at National Living Wage.**

- 087.3 **Resource Centre Manager** – Members acknowledged of receipt of letter of resignation from Mrs E. Jackson with immediate effect, which had been accepted in writing by the Town Clerk.

**RESOLVED**

**that the Council delegate authority to the Town Clerk and Cllr Gravett to draft a Resource Centre Manager Job Description and Specification for the Personnel Committee's consideration, and to undertake the recruitment process thereafter. Final appointment subject to Council's approval.**

- 087.4 Cllr Gravett asked that the Council recognise the work undertaken by the Town Clerk since her appointment in November 2015, in resolving an inordinate number of HR/Personnel challenges. The Clerk was thanked for her professionalism in bringing matters to a satisfactory conclusion.

**17/088 REPRESENTATIVES' REPORTS**

- 088.1 **Bedfordshire Police Liaison:** Cllr Wallace reported on the following:  
Town Council meeting – 19 September 2017

- a) **Crime figures August 2017** - Members were provided details of 18 logged crimes, which appeared favourable in comparison to other areas for the same period.
- b) **Community Priority Setting Meeting** – Members were provided with details of meeting attended 22<sup>nd</sup> August 2017. Speeding remains top priority, with a focus on providing more trained staff, additional speed guns, and encouraging involvement from Speed Watch.
- c) **Watch Scheme Co-ordinator** – Bedfordshire Police had recently reviewed the Co-ordinator role resulting in a change in post holder. PSCO Juliet Wright was no longer in post and her replacement had yet to commence their duties.
- d) **PCC's Annual Parish Conference** – CBC Priory House, Wed. 20<sup>TH</sup> Sept 2017 6-8pm. Cllr Wallace to attend.

**17/089 PUBLIC PARTICIPATION ON ITEMS ARISING FROM THIS EVENING'S MEETING**

Mr K. Griffiths referred to the agenda item on gully cleaning and advised a drain outside of 92 Church Lane opposite Old Oak Close was blocked but may be missed due to its location on a bend in the road.

Cllr Ward advised of an ongoing problem with a blocked gully at junction of Hitchin Road Arlesey New Road which causes standing water.