

16th November 2017

To: Members of the Council

A Meeting of ARLESEY TOWN COUNCIL will be held in the Village Hall, Arlesey on Tuesday 21st November 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** – 'Household garden waste collection to be suspended for winter' Kerbside collection of garden waste to be suspended from Monday 4th December 2017 until Friday 2nd March 2018. *(attached)*

3.2 **CBC Press Release** – 'Have your say on how your local community is represented' CBC are asking residents whether they think their town or parish council is reflecting needs of their community. Local Governance review, consultation runs from 1 November 2017 until 1st February 2018. *(attached)*

3.3 **CBC Press Release** – 'Council's independent living residence wows the judges to win national building award.' Priory View, an independent living scheme in Dunstable, has been awarded the title of Best Social or Affordable New Housing Development at the Grand Final of the LABC Building Excellence Awards *(attached)*

3.4 **BEST Consultation on the Admission policy for September 2019** - 6 week consultation on proposed changes to the admission policy, open until Thursday 21st December 2017. *(attached)*

3.5 **Pix Brook Academy** – Update on development following the initial public consultation and the approval of their free school application. *(attached)*

3.6 **Bedfordshire Bugle** – November 2017 Edition *(attached)*

- 3.7 **CBC Consultation** - Admission arrangements for Community and Voluntary Controlled Schools for 2019/2020 *(attached)*
- 3.8 **CBC Consultation** – Public consultation for the draft Pharmaceutical Needs Assessment, open until Friday 15th December 2017 *(attached)*
- 3.9 **CBC Press Release** –Residents to receive leaflets distributed by CBC designed to increase the participation of kerbside recycling. *(attached)*
- 3.10 **VCSE Provider Forum** – Invitation for ATC representative to attend Voluntary, Community and Social Enterprise Forum, to receive information on Central Bedfordshire Council funding opportunities, 30th November 2017 9.30am to 12.30pm Rufus Centre, Flitwick. *(attached)*
- 3.11 **Register of Interest Forms for Town/Parish Councils** – Members to note withdrawal of CBC Monitoring Office checking service prior to publishing forms on CBC website. *(attached)*
- 3.12 **CBC Press Release** – “Hundreds attend free jobs and training event.” CBC’s first-ever Find Your Future employment and training fair proved a huge success, with hundreds of people passing through the doors of The Incuba, in Dunstable, over the course of the day. *(attached)*

4 MEMBERS QUESTIONS

5 PUBLIC PARTICIPATION

6 MINUTES OF PREVIOUS MEETING

- 6.1 To consider and approve the minutes of the Town Council Meeting held on 17th October 2017 as a true record of proceedings. *(attached)*
- 6.2 To consider and approve the minutes of the Extraordinary meeting of the Town Council held on 7th November 2017 as a true record of proceedings. *(attached)*

7 MATTERS ARISING

- 8 **MEETING DATE AMENDMENTS** – Members to approve amendment to December Town Council meeting date from 19th to 12th, and Committee Meeting Dates for January 2018 from 2nd to 9th.

9 REPORTS FROM CENTRAL BEDFORDSHIRE COUNCIL REPRESENTATIVES

To receive reports from Ward Councillors.

10 PLANNING APPLICATIONS & ISSUES

- 10.1 **CB/17/04303/FULL – Etonbury Academy, Stotfold Road, Arlesey, SG15 6XS**
Proposal: Erection of a new single storey building to provide nursery facilities. Additional 5 car parking spaces and new outdoor play area for nursery children.
Reply by: 23 November 2017
- 10.2 **CB/15/04839/FULL – Gothic Mede Lower School, High Street, Arlesey, SG15 6SL**
Proposal: Proposed front entrance extension, extension to existing staff room area and freestanding building comprising of 2 no. classrooms to replace existing swimming pool.
Reply by: 28 November 2017
- 10.3 **AMENDMENT CB/16/05513 – Land and buildings at 35 – 41 High Street, builders office and entrance to Primrose Lane, Arlesey.**
Proposal: Remodelling of the High Street, Primrose Lane, Mill Lane, Station Road junction and creation of a new southern access to land west of the High Street, demolition of existing site buildings and erection of two retail and twenty residential units.
Reply by: 24 November 2017 (Extended via email)

- 10.4 **CB/17/05016/FULL – Land known as Pond and Wildflower Meadow, East of 10 The Hermitage, Arlesey, SG15 6XE**
Proposal: Retrospective change of use of adjacent land known as ‘Pond & Wildflower Meadow’ to No. 10 The Hermitage to Domestic garden.
Reply by: 4 December 2017
- 10.5 **AMENDMENT CB/17/027620FULL – 11 The Granary, Arlesey, SG15 6SH**
Proposal: Erection of single storey side & rear extension to provide annexe accommodation to the host dwelling.
Reply by: 30 November 2017
- 10.6 **Planning Applications Refused/Granted** – As at 14 November. New decisions are identified by an asterisk. *(attached)*
- 10.7 **Enforcement cases created and/or closed:**
- **Annexe, 46 London Row, Arlesey, SG15 6RX – CASE CLOSED**
The business use carried out by the home owner/occupier is limited to a single room with few clients visiting each week. It is considered that there has not been a material change of use from residential to a mixed residential and business use and so there is no break of planning control.
 - **42 Stotfold Road, Arlesey, SG15 6XT – CASE CLOSED**
The current condition of the property frontage is not considered so detrimental to warrant the service of a Section 215 Untidy Land Notice.
 - **10 The Hermitage, Arlesey, SG15 6XE – CASE CLOSED**
A planning application has now been received ref: CB/17/05016/FULL for change of use of land to domestic garden. The enforcement case is closed pending the outcome of this application.
 - **39A House Lane, Arlesey, SG15 6XX – Untidy site(S215) CASE CREATED**
- 10.8 **Local Plan Update** – Members to acknowledge information received from CBC Jason Longhurst. *(attached)*
- 11 FINANCE REPORTS**
- 11.1 **Income and Expenditure - October 2017**
- To acknowledge receipt of a report of year-to-date Income and Expenditure up to 31st October 2017, compared to 2017/18 budget (month 7) and submit questions to the Town Clerk as necessary. *(attached)*
- 11.2 **Balance Sheet as at 31st October 2017**
- To acknowledge receipt of the Balance Sheet as at 31st October 2017 (month 7) and submit questions to the Town Clerk as necessary. *(attached)*
- 11.3 **Petty Cash – October 2017**
- To receive for approval copies of the petty cash details for the Resource Centre and Town Council for October 2017 – (month 7) *(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 **Draft budgets 2017/18**

- a) Members to consider 1st draft of budget 2018/19. *(attached)*
- b) Members to consider 2017/18 Earmarked Reserves Review and Forecast. *(attached)*
- 12.2 **GDPR** – Members to receive an update from Town Clerk on Data Protection requirements following attendance of training course 9th November 2017.
- 12.3 **Zurich LCAS Seminars 2018** – Members to approve Town Clerk attendance of seminar 24th January in St Albans at a cost of £30 plus VAT. *(attached)*
- 12.4 **Payment approval by direct debit** – Member to approve direct debit payments as follows.
 a) Antechs – IT support contract and DATTO server.
 b) Triumph Adler/UTAX - Resource Centre copier meterage
 c) CF Corporate Finance Limited – Resource Centre copier lease
- 12.5 **Sky and Balloon release petition** – Members to consider request received from member of the public to share on ATC facebook page, petition requesting Parliament to ban sky and balloon releases. *(attached)*
- 12.6 **Christmas Closure** - Members to note Town Council office Christmas Closure dates 12.00pm Friday 22nd December 2017, re-opening 9.00am Tuesday 2nd January 2018.
- 13 PUBLIC LANDS & HIGHWAYS COMMITTEE**
- 13.1 To consider the recommendations (Resolutions) contained within the minutes Public Lands and Highways Committee meeting held on 7 November 2017. *(attached)*
- 13.2 **MUGA Refurbishment Project** – Members to acknowledge confirmation award of £10,000 grant from the Premier League & The FA Facilities Fund (Football Foundation) for partial funding of MUGA refurbishment project, and approve contract orders to be placed with MODPLAN and ADAPTAINER.
- 13.3 **Rural Match Fund** - Consideration of Highway improvement projects for CBCs Rural Match Fund and level of match funding required from Town Council. *(attached)*
- 13.4 **Arlesey Traffic Issues** – Members to acknowledge copy correspondence sent to CBC requesting urgent review of approach road speed limits on Hitchin Road and Stotfold Road in conjunction with request for traffic surveys. *(attached)*
- 13.5 **Anglian Water** - Cllr Wallace/Town Clerk to update Members on essential improvements scheme to be undertaken by Anglian Water in 2018.
- 13.6 **Remembrance Sunday 12th November 2017** – Members in attendance at service 2017 to provide feedback, and to consider scheduling of meeting to consider 2018 arrangements.
- 13.7 **Village Hall Storage** – Members to consider request received from regular hirer of village hall for provision of small storage area. *(attached)*
- 13.8 **Recreation Ground Grass Cutting** – Members to consider renewal of contract with current contractor as per quotation. Charge per cut remains the same as 2017. *(attached)*
- 14 PUBLIC RELATIONS COMMITTEE**
- 14.1 To consider the recommendations (Resolutions) contained within the minutes Public Relations Committee meeting held on 7 November 2017. *(attached)*
- 14.2 **Councillor Surgeries** – Cllr Gravett and Holloway to provide an update on Councillor Surgery held on 4th November 2017. Members to note December delegates.
- 14.3 **Website provision** – Members to consider proposal for website redesign, domain name provision and new Councillor email addresses ending “.gov.uk” produced by Cllr Wallace. *(attached)*
- 14.4 **Councillor Surgery Rota** – To compile Councillor Surgery Rota for 2018.

- 14.5 **On The Button Editorials** – Members to note cessation of publication of e-edition of On the Button.
- 14.6 **ATC Newsletter** – Members to note suggested date of 1st December 2017 for distribution of 1st edition of new ATC Newsletter and delivery arrangements to be confirmed.
- 14.6 **St Peter’s Christmas Tree festival 2017** - Members to consider entering an Arlesey Town Council Christmas tree for Christmas Tree Festival 9th & 10th December 2017. *(attached)*
- 15 PERSONNEL COMMITTEE**
- 15.1 **Resource Centre Manager Recruitment** – Members to acknowledge extension to deadline for applicants. New deadline 1st December 2017 with interviews to be held 13th and 14th December 2017.
- 16 ARLESEY RESOURCE CENTRE**
- 16.1 **Resource Centre Christmas Opening Hours** - Members to consider proposed opening hours for Christmas and New Year. Resource Centre to close 25th and 26th December and 1st January 2017.
- 17 REPRESENTATIVES’ REPORTS**
- 17.1 **Bedfordshire Police Liaison:** Cllr Wallace to provide a report on the following:
- a) Crime figures October 2017 *(attached)*
- 18 PUBLIC PARTICIPATION ON ITEMS ARISING FROM THIS EVENING’S MEETING**