

7<sup>th</sup> December 2017

**To: Members of the Council**

**A Meeting of ARLESEY TOWN COUNCIL will be held in the Village Hall, Arlesey on Tuesday 12<sup>th</sup> December 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 Council hosts national zoo training seminar.' CBC hosted a seminar on 15<sup>th</sup> November in recognition of its expertise in the sector at ZSL Whipsnade Zoo. *(attached)*

3.2      **CBC Press Release** – 'Make sure you get your free flu vaccine.' Babies, children and adults with chronic medical conditions are being urged to get a free flu vaccine as soon as possible. *(attached)*

3.3      **CBC Press Release** – 'Fighting for our communities.' Leader of CBC, Cllr James Jamieson and Bedford MPs met with Secretary of State for Communities and Local Government to discuss proposals for increased housing. *(attached)*

3.4      **CBC Press Release** – 'New council campaign to improve recycling rates.' An initiative that aims to increase knowledge and encourage recycling has been launched across Central Bedfordshire. *(attached)*

3.5      **CBC Press Release** – 'Working together to raise awareness of domestic abuse.' 25<sup>th</sup> November marks the beginning of 16 Days of Action against domestic abuse. The

international recognised campaign takes place from 25<sup>th</sup> November – 10<sup>th</sup> December and highlights the issues of domestic abuse and raises awareness of the different forms it can take. *(attached)*

3.6 **CBC Press Release** – ‘Local schools to cycle, scoot and walk their way to Lapland.’ The ‘Santa Challenge’ is an interschool cycling, scooting and walking competition that will run from 27<sup>th</sup> November to 8<sup>th</sup> December. *(attached)*

3.7 **CBC Press Release** – ‘Central Bedfordshire Council has been named Best Social Work Employer of the Year’ CBC has been named Best Social Work Employer of the Year in a national awards event. Children’s Services saw off three other shortlisted local authorities to claim the prize at the Social Worker of the Year Awards on 24<sup>th</sup> November 2017. *(attached)*

3.8 **Henlow Church of England Academy Admissions Policy September 2019** – A six week consultation on any proposed changes to the admission policy that would take effect from September 2019 has commenced and will run through to 12<sup>th</sup> January 2018. *(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 21<sup>st</sup> November 2017 as a true record of proceedings. *(attached)*

#### **7 MATTERS ARISING**

**BEST Consultation on Admission Policy 2019** - Members to consider draft response from Cllr Ferris to BEST Proposed Admissions Policy 2019.

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

To receive reports from Ward Councillors.

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

9.1 **Gothic Mede Academy** - Members to receive correspondence from Principal Mr T. Clarke, regarding application CB/15/04839/FULL, and consider amendments to the Council’s previous objection submitted to Central Bedfordshire Council.

9.2 **CB/17/05453/FULL – 17 Jubilee Crescent, Arlesey, SG15 6SB**  
**Proposal:** Part first floor and part single storey rear extension  
**Reply by: 15 December 2017**

9.3 **CB/17/05559/FULL – 40 House Lane, Arlesey, SG15 6XU**  
**Proposal:** Proposed front porch and cladding to the garage.  
**Reply by: 21 December 2017**

9.4 **CB/17/05285/FULL: 22 Jubilee Crescent, Arlesey SG15 6SB.**  
**Proposal:** Single storey rear extension following demolition of existing conservatory extension.  
**Reply by: 27 December 2017**

9.5 **CB/17/05739/FULL – Land at 2 Bury Mead, Arlesey, SG15 6UB**  
**Proposal:** Erection of a new dwelling adjoining existing end terrace to form a new 4 bedroom home with parking.  
**Reply by: 3 January 2018.**

9.6 **Planning Applications Refused/Granted** – As at 7 December 2017. New decisions are identified by an asterisk. *(attached)*

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

- **The Lagoon, 197 Hitchin Road, Arlesey, SG15 6SE** – Alleged unauthorised development on site related to withdrawn planning application CB/17/03168/OUT for residential use. **CASE CREATED**
- **39 House Lane, Arlesey, SG15 6XX** – The condition of the front garden area is now acceptable and no longer warrants the service of a Section 215 Untidy Land Notice. **CASE CLOSED.**

9.8 **Neighbourhood Plan Referendum Result** – Members to acknowledge outcome of referendum in favour to adopt the Arlesey Neighbourhood Plan.

9.9 **Consultation on the Hertfordshire Draft Minerals Local Plan** - Members to consider response to Draft Minerals Local Plan and Omission Sites published for consultation. **Reply due: 9 February 2018.** *(attached)*

## 10 **FINANCE REPORTS**

### 10.1 **Income and Expenditure - November 2017**

To acknowledge receipt of a report of year-to-date Income and Expenditure up to 30<sup>th</sup> November 2017, compared to 2017/18 budget (month 8) and submit questions to the Town Clerk as necessary. *(attached)*

### 10.2 **Balance Sheet as at 30<sup>th</sup> November 2017**

To acknowledge receipt of the Balance Sheet as at 30<sup>th</sup> November 2017 (month 8) and submit questions to the Town Clerk as necessary. *(attached)*

### 10.3 **Petty Cash – November 2017**

To receive for approval copies of the petty cash details for the Resource Centre and Town Council for November 2017 – (month 8) *(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 To consider the recommendations (Resolutions) contained within the minutes Finance and General Purposes Committee meeting held on 5<sup>th</sup> December 2017. *(attached)*

11.2 **External Audit** - Members to receive notification of external auditor appointments for 5 year period commencing 2017/2018 financial year. *(attached)*

11.3 **Internal Audit Engagement Letter** - Members to receive Internal Audit Engagement letter dated 13<sup>th</sup> October 2017 (2<sup>nd</sup> year of 3 year appointment). *(attached)*

11.4 **Internal Audit Interim Report** - Members to receive Internal Auditor's letter dated 29<sup>th</sup> November 2017 together with an Interim Report, and agree action plan. *(attached)*

11.5 **Precept Request Form 2018/19** - Members to approve submission of Precept Requirement Form for 2018/19. **Submission deadline: 19<sup>th</sup> January 2018.** *(attached)*

- 11.6 **Approval of Detailed Budget 2018/19 v2.1**– Members to approve Detailed Budget 2018/19 v2.1. as recommended by Finance & General Purposes Committee 5<sup>th</sup> December 2017, *(attached)*
- 11.7 **Community Governance Review** – Members to consider response to Community Governance Arrangements questionnaire. *(attached)*
- 12 PUBLIC LANDS & HIGHWAYS COMMITTEE**
- 12.1 **MUGA Refurbishment Project** – Members to approve quotation from 1st Containers to provide 20ft converted storage container to form part of MUGA Refurbishment Project. *(attached)*
- 12.2 **Speeding Issues Working Party Report** - Members to:
- (a) receive draft minutes of meeting held with members of the public on 5<sup>th</sup> December 2017 *(attached)*
- (b) acknowledge receipt of response from CBC regarding ‘Vehicle Activated Speed Signs’ and traffic survey via Rural Match Fund application process. *(attached)*
- (c) consider draft Rural Match Fund application, and acknowledge up front cost of £2,500. *(attached)*
- 12.3 **Widdershins Theatre** - Members to acknowledge correspondence from Widdershins Theatre Company relating to proposed dates for theatre tour. *(attached)*
- 12.4 **House Lane Amenity Land** – Members to acknowledge CBC ownership of House Lane Amenity land and consider ongoing grass cutting responsibility and future use/adoption of land.
- 12.5 **A1 East of England Strategic Road Study** – Members to acknowledge fifth report from BATPC representative on the A1/A428 Stakeholder Group. *(attached)*
- 12.6 **Cemetery Garage Electricity Supply** – Members to consider quotation received prior to end of fixed price electricity contract with EON - 17<sup>th</sup> February 2018. **To be provided at meeting due to daily changes in pricing.**
- 12.7 **CBC (Arlesey: Part of Footpath No 5) Public Path Extinguishment Order 2017** – Members to consider Public Path Extinguishment Order relating to part of Footpath 5. **Reply by:5 January 2018** *(attached)*
- 12.8 **Resource Centre Opening Hours** – Members to consider alterations to Resource Centre opening hours to align with those of Central Bedfordshire Libraries.
- 12.9 **Operational Playground Inspection Report** – Members to receive quarterly playground inspection report. *(attached)*
- 12.10 **Changes to Bus Service January 2018** – Members to note scheduled alterations to bus service 96 and 96A, to be operated by Centrebus from 2<sup>nd</sup> January 2018. Service 97 to remain operated by Arriva and no longer service Arlesey at peak times. *(attached)*
- 13 PUBLIC RELATIONS COMMITTEE**
- 13.1 **Councillor Surgeries** – Cllr Sarll to provide an update on Councillor Surgery held on 2<sup>nd</sup> December 2017. Members to note January delegates.
- 13.2 **Councillor Surgery Rota** – To approve Councillor Surgery Rota for 2018. *(attached)*
- 13.3 **St Peter’s Christmas Tree festival 2017** - Members to receive update from Cllr Sarll.

**14 PERSONNEL COMMITTEE**

To consider the recommendations (Resolutions) contained within the minutes Personnel Committee meeting held on 5 December 2017. *(attached)*

**15 REPRESENTATIVES' REPORTS**

**Bedfordshire Police Liaison:** Cllr Wallace to provide a report on the following:

- Crime figures November 2017. *(attached)*

**16 PUBLIC PARTICIPATION ON ITEMS ARISING FROM THIS EVENING'S MEETING**

**17 EXEMPT BUSINESS**

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) **Agenda Item 18** - to labour relations issues (Item 4: Annex B – Descriptions of Exempt Business/DCLG Open & Accountable Local Government).
- 2) **Agenda Item 19** - to legal proceedings (Item 5: Annex B – Descriptions of Exempt Business/DCLG Open & Accountable Local Government).

**18 STATUTORY SICK PAY ENTITLEMENT**

Consideration of Town Council's exercise of discretion in relation to the payment of sick pay.

**19 PROCEEDINGS RELATED TO FORMER EMPLOYEE**

Members to receive an update on the status of Tribunal Appeal, and consider:

- (a) the Council's position with regards to insurance cover.
- (b) the Council's position in relation to attendance at the Tribunal Appeal and associated costs.
- (c) request by the Claimant to settle costs awarded to the Council by monthly instalments.